



## HOW TO COMPLETE VOLUNTARY BENEFITS ENROLLMENT ONLINE

Log into ESS <https://ess.fultoncountyga.gov/webapp/ESSAPROD/ESS>

- Click on Benefits Enrollment Wizard
- On the homepage, scroll to the bottom
- Look for: *To review and enroll for 2024 Voluntary Benefits, click here*
- A new window will open to allow you to select voluntary benefit(s) for the 2024 plan year
- Once complete, confirm and sign off by entering your PIN (last 4 digits of SSN+last 2 digits of birth year)

### NEED HELP

You must know your 10 digit employee ID number to access ESS. *Contact your Department HR Liaison for help with locating your employee ID#. Login to ESS today - Don't wait until the last minute!* Visit <https://ess.fultoncountyga.gov/webapp/ESSAPROD/ESS>.

For assistance with password reset, contact the Information Technology Department Help Desk at 404.612.7334 or email [technical.support@fultoncountyga.gov](mailto:technical.support@fultoncountyga.gov)