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1.0 Important Changes in 2027

Open Enrollment is October 19 – October 30, 2026 for the upcoming plan year (1/01/27 – 12/31/27).

Changes for 2027 Plan Year:

- In addition to our current Base and Plus medical plans, you'll have the option to select our newer plan called the KelseyCare ACO. An ACO or Accountable Care Organization is a group of doctors, facilities and other healthcare professionals who work together to ensure your care is coordinated.

Adding dependents? Prepare your documents now!

Gather your supporting documentation now and have it ready for upload when you log in to STARS ESS during the open enrollment period. Dependents without supporting documentation uploaded in STARS will not be added to your plan. Please upload documentation by October 30, 2026. See page 15 of your Employee Benefits Guide to see who is eligible and a list of required documents.

Important steps when adding dependents:

Step 1 – Complete adding your dependents using the steps in Section 3.0 and having all the dependent's information ready, including having the supporting documentation scanned and ready to be uploaded (this is a requirement).

Step 2 – Ensure your added dependents are selected to your final elections for medical, dental, and vision.

- Dependents added during open enrollment will be effective 12/26/2026.
- Dependents removed during open enrollment will be effective 12/25/2026.

Full instructions on how to add dependents are provided in Section 3.0.

2.0 How to Elect the Same Benefits for 2027

If you would like to keep the exact same benefit elections as you had in 2026, you do not need to do anything! Your benefits will remain the same for 2027. You are all set!

3.0 How to Make Updates to Your Elections

Before-Tax and After-Tax Benefit Elections

For certain benefit elections, you may have the option to choose whether your premium deductions are taken before taxes (pre-tax) or after taxes (post-tax).

- **Before-Tax:** Your premium is deducted from your paycheck before applicable taxes are calculated. This generally lowers your taxable income and may reduce the amount of taxes withheld from your paycheck.
- **After-Tax:** Your premium is deducted after applicable taxes have been calculated. Your taxable income is not reduced by the premium deduction.

Most employees choose the before-tax option because of the potential tax savings. However, your individual tax situation may vary. Harris County Benefits & Wellness cannot provide individual tax advice.

You can now add and update dependents while updating your elections.

Note: If you are adding a new dependent, you must add them to all elections, including:

- Medical
- Dental
- Vision
- County Provided Dependent Life for Spouse/Child

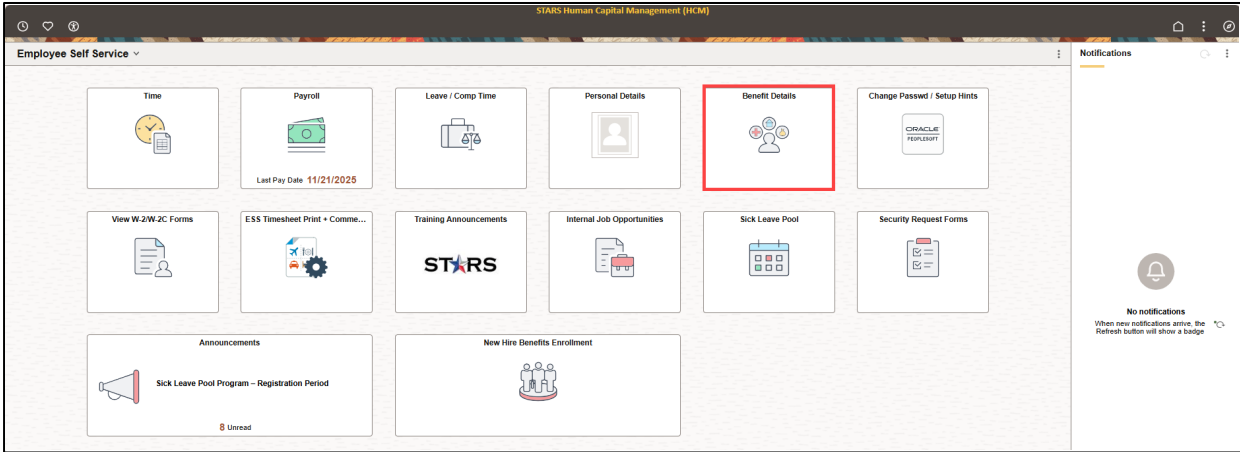
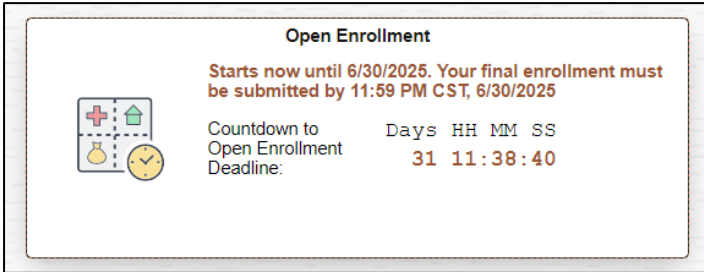
Gather your supporting documents (birth certificate, adoption paperwork, marriage license, etc.), as those will be required when adding dependents.

Once you have added information for your dependents and uploaded supporting documentation, you will be able to make your final elections for you and your dependents.

- Dependents added during open enrollment will be effective 12/26/26
- Dependents removed during open enrollment will be effective 12/25/26

Completing Open Enrollment for 2027

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
1	Log in to STARS HR and Payroll here using your employee ID and password.
2	You will land on the Employee Self Service homepage. Click the Benefit Details tile.  The screenshot shows the 'Employee Self Service' homepage of the STARS Human Capital Management (HCM) system. The page features a grid of tiles for various services: Time, Payroll (with 'Last Pay Date 11/21/2025'), Leave / Comp Time, Personal Details, Benefit Details (highlighted with a red box), Change Password / Setup Hints, View W-2/W-2C Forms, ESS Timesheet Print + Comm..., Training Announcements, Internal Job Opportunities, Sick Leave Pool, Security Request Forms, Announcements (with a 'Sick Leave Pool Program - Registration Period' alert and '8 Unread' notifications), and New Hire Benefits Enrollment. A 'No notifications' message is visible on the right side.
3	The Benefit Details page displays. Click the Open Enrollment tile.  The screenshot shows the 'Open Enrollment' tile. It includes a calendar icon, the text 'Starts now until 6/30/2025. Your final enrollment must be submitted by 11:59 PM CST, 6/30/2025', and a countdown timer: 'Countdown to Open Enrollment Deadline: 31 11:38:40'.

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
4	The Welcome Instruction and Video page displays. Enrollment steps display in a navigation pane on the left side of the screen. Use these steps throughout the enrollment process to verify every required portion of enrollment is complete. View the Welcome Video or click the View Video Transcript button to read the contents of the video. View Video Transcript Click the Next button to proceed to the next step, located at the top right corner of the screen. Next > Welcome Instruction and Video ● Visited ★ Benefit Elections Acknowledgement ○ Not Started ★ Flexible Spending Accounts Acknowledgement ○ Not Started ★ Dependent Documentation Acknowledgement ○ Not Started Open Enrollment ○ Not Started Document Upload ○ Not Started Dependent / Beneficiary Info ○ Not Started Benefits Enrollment ○ Not Started Benefits Statements ○ Not Started Summary ○ Not Started
5	The Benefit Elections Acknowledgement page displays. Carefully read the information and select the I Agree check box. ☒ I Agree Click the Save button to save your changes and then click the Next button to proceed to the next step. < Previous Next > Save

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
6	The Flexible Spending Accounts Acknowledgement page displays. Carefully read the information and select the I Agree check box. ☒ I Agree Click the Save button to save your changes and then click the Next button to proceed to the next step. < Previous Next > Save
7	The Dependent Documentation Acknowledgement page displays. Carefully read the information and select the I Agree check box. ☒ I Agree Note: Documentation for new dependents is required and will be added in a later step. Click the Save button to save your changes and then click the Next button to proceed to the next step. < Previous Next > Save
8	The Open Enrollment page displays. Carefully read the information and click the Next button. < Previous Next >

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action												
9	The Document Upload page displays. Use this page to add required documentation for new dependents. Click the magnifying glass in the Life Event Type field. *Life Event Type Add												
10	In the window that displays, select the appropriate life event for the dependent you are adding. Look Up Life Event Type Search by: Life Event Type begins with Search Cancel Advanced Lookup Search Results View 100 < 1-5 of 5 > <table><tr><th>Life Event Type</th><th>Description</th></tr><tr><td>A</td><td>Adoption</td></tr><tr><td>B</td><td>Birth</td></tr><tr><td>D</td><td>Divorce</td></tr><tr><td>L</td><td>Loss or Gain Coverag</td></tr><tr><td>M</td><td>Marriage</td></tr></table> When the life event is selected, the window closes. Click the Add button. *Life Event Type B Add	Life Event Type	Description	A	Adoption	B	Birth	D	Divorce	L	Loss or Gain Coverag	M	Marriage
Life Event Type	Description												
A	Adoption												
B	Birth												
D	Divorce												
L	Loss or Gain Coverag												
M	Marriage												

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
11	The Maintain Attachments window displays. This window displays instructions and indicates which documents are required to add the dependent. Click the Add Attachment button to add the appropriate documentation. • Enter a file description in the Subject field (ex: Steven Sample Birth Certificate). • Click the Add Attachment button. • A window displays. Upload the appropriate documentation using the Choose File and Upload buttons. • Click the Save button. Document Definition - New Attachment Instructions You have chosen to enter a new attachment. Selection Criteria Description Birth Certificate Subject Steven Sample Birth Certificate Attachment 2025-05-29_13-44-46.png View Attachment Save
12	A pop-up window will display after saving. Read the warning, then click the OK button. IMPORTANT: You do not have to wait for any kind of notification from Benefits & Wellness. You should begin enrolling you and your dependents in your benefit elections once you have uploaded all documentation. Note: Benefits & Wellness will reach out to you if there is an issue with any of the documentation that was submitted.

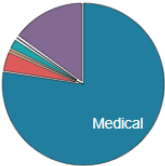
How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action														
13	The Maintain Attachments window will now show the attachment you have added. If additional documentation is required, repeat the steps to add the necessary documentation. Once you have finished adding attachments for this dependent, click the small X in the upper right-hand corner of the window. Maintain Attachments Life Events - Document Upload Instructions You are required to submit the document(s) listed here. Select the document type, then an Add Attachment & Add Note buttons will appear. Select the Add Attachment button, enter a description of your document and upload the document Life Event Documents Birth Certificate Add Attachment Add Note Attachments < > 1-1 of 1 <table><tr><th>Select</th><th>Sequence</th><th>Created</th><th>Author</th><th>Entry ID</th><th>Subject</th><th>Status</th></tr><tr><td>☐</td><td>1</td><td>05/30/2025 12:31PM</td><td></td><td>Birth Certificate</td><td>Steven Sample Birth Certificate</td><td>Needs Approval</td></tr></table> Select All Deselect All Delete The screen will be blank after you close the window. Click the Document Upload step on the navigation pane and repeat the process to add an additional life event and add documentation for another dependent or click the Next button to proceed to the next step.	Select	Sequence	Created	Author	Entry ID	Subject	Status	☐	1	05/30/2025 12:31PM		Birth Certificate	Steven Sample Birth Certificate	Needs Approval
Select	Sequence	Created	Author	Entry ID	Subject	Status									
☐	1	05/30/2025 12:31PM		Birth Certificate	Steven Sample Birth Certificate	Needs Approval									
14	The Dependent/Beneficiary Info page displays. Use this page to review dependents added and add new dependents. Note: If you are not adding new dependents, simply review the information for your existing dependents and click the Next button to proceed to the next step. To review existing dependent information, click the right arrow button.														

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action						
15	To add a new dependent, click the Add Individual button. Note: You will not be able to add new dependents to your 2027 Benefit Elections if you skip this step. - Click the Add Name button to display a window where the dependent’s name can be added. - Enter information in each field in the Personal Information section. - Your address displays in the Address section. Click the right arrow button to update the address for the dependent, if needed. - Click the Add National ID button to display a window where the dependent’s social security number can be added. - Click the Add Phone button to add the dependent’s phone number. - Click the Add Email button to add the dependent’s email address. - Click the Save button to save the new dependent and return to the Dependent/Beneficiary Info page. Name Add Name Personal Information Date of BirthMM/DD/YYYY *Gender *Relationship to Employee Dependent Beneficiary *Marital StatusSingle As ofMM/DD/YYYY *StudentNo As ofMM/DD/YYYY *DisabledNo As ofMM/DD/YYYY *SmokerNon Smoker As ofMM/DD/YYYY Address <table><tr><th>Address</th><th>Address Type</th><th>Same Address as mine</th></tr><tr><td></td><td>Home</td><td>Same as mine</td></tr></table> National ID No National ID exists. Add National ID Phone No Phone exists. Add Phone Email No Email exists. Add Email Repeat this step until all dependents have been added and reviewed. Then click the Next button.	Address	Address Type	Same Address as mine		Home	Same as mine
Address	Address Type	Same Address as mine					
	Home	Same as mine					

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
16	The Benefits Enrollment page displays. Your elections from the prior benefit year are automatically entered. The Enrollment Summary section displays the total cost of your elections for each pay period. Enrollment Summary Your Pay Period Cost \$132.88 Status Pending Review Preview Statement Submit Full Cost \$132.88 Employer Cost \$603.79  The Benefit Plans section displays 12 tiles, one for each benefit election. Each benefit tile displays a status, such as Pending Review, Visited, or Changed. To view benefit elections in list form, click the Grid icon. Benefit Plans  To make changes to your current elections, simply click the tile corresponding to the benefit you wish to change.

3.1 Medical Benefit Enrollment/Change

Step	Action
1	Click the Medical tile.
2	Harris County offers three different medical plan options – Base , Plus , and KelseyCare . You also have the option to select the plan deduction before or after tax .

Step	Action																												
3	If you are not enrolling any dependents in medical coverage, skip to letter c. Make sure whichever dependents you would like to enroll in medical coverage have a check in the checkbox in the Enroll Your Dependents section. a. If you have dependents who are currently enrolled in the medical benefit, the checkbox next to their name will be selected. <u>Clear the checkbox for any dependents you wish to remove from medical coverage.</u> b. If you wish to add a new dependent to the coverage, select the checkbox next to the dependent's name. Note: If you do not see your dependents listed, make sure you have completed Steps 14 and 15 in Section 3.0. <table><tr><th colspan="2">Dependents</th></tr><tr><td>☒</td><td>Susie Example</td></tr></table> c. In the Enroll in Your Plan section, click the Select button corresponding to your desired election coverage. Note: Click the Overview of All Plans button to display a window where the costs of each plan option can be quickly compared. <table><tr><th colspan="3">Plan Name</th></tr><tr><td>Select</td><td>Base PPO - AT</td><td>i</td></tr><tr><td>✓</td><td>Base PPO - BT</td><td>i</td></tr><tr><td>Select</td><td>Plus PPO - AT</td><td>i</td></tr><tr><td>Select</td><td>Plus PPO - BT</td><td>i</td></tr><tr><td>Select</td><td>KelseyCare ACO - BT</td><td>i</td></tr><tr><td>Select</td><td>KelseyCare ACO - AT</td><td>i</td></tr><tr><td colspan="3">Overview of All Plans</td></tr></table> d. Click the Done button.	Dependents		☒	Susie Example	Plan Name			Select	Base PPO - AT	i	✓	Base PPO - BT	i	Select	Plus PPO - AT	i	Select	Plus PPO - BT	i	Select	KelseyCare ACO - BT	i	Select	KelseyCare ACO - AT	i	Overview of All Plans		
	Dependents																												
☒	Susie Example																												
Plan Name																													
Select	Base PPO - AT	i																											
✓	Base PPO - BT	i																											
Select	Plus PPO - AT	i																											
Select	Plus PPO - BT	i																											
Select	KelseyCare ACO - BT	i																											
Select	KelseyCare ACO - AT	i																											
Overview of All Plans																													

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
4	You will be brought back to the Benefits Enrollment page. You should now see the Status is updated and the changes you made reflected in the dollar amount for each pay period. Medical Current Base PPO - BT New Base PPO - BT Status ✔ Changed 1 Dependents Pay Period Cost \$102.84 Review

3.2 Dental Benefit Enrollment/Change

Step	Action										
1	Click the Dental tile.										
2	Harris County offers PPO Dental coverage. You have the option to select the plan deduction before or after tax .										
3	If you are not enrolling any dependents in dental coverage, skip to letter c. Make sure whichever dependents you would like to enroll in dental coverage have a check in the checkbox under the Enroll Your Dependents section. a. If you have dependents who are currently enrolled in the dental benefit, the checkbox next to their name will be selected. <u>Clear the checkbox for any dependents you wish to remove from dental coverage.</u> b. If you previously turned in documentation to have dependent(s) added, the checkbox corresponding to their name will not be selected. Select the checkbox to enroll them in the dental benefit. Note: If you do not see your dependents listed, make sure you have completed Steps 14 and 15 in Section 3.0. <table> <thead> <tr> <th colspan="2">Dependents</th> </tr> </thead> <tbody> <tr> <td>☒</td> <td>Susie Example</td> </tr> </tbody> </table> c. In the Enroll in Your Plan section, click the Select button corresponding to your desired election coverage. Note: Click the Overview of All Plans button to display a window where the costs of each plan option can be quickly compared. <table> <thead> <tr> <th colspan="2">Plan Name</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>PPO After-Tax Requires enrollment to any Medical plan i</td> </tr> <tr> <td>✓</td> <td>PPO Before Tax Requires enrollment to any Medical plan i</td> </tr> </tbody> </table> Overview of All Plans d. Click the Done button.	Dependents		☒	Susie Example	Plan Name		Select	PPO After-Tax Requires enrollment to any Medical plan i	✓	PPO Before Tax Requires enrollment to any Medical plan i
Dependents											
☒	Susie Example										
Plan Name											
Select	PPO After-Tax Requires enrollment to any Medical plan i										
✓	PPO Before Tax Requires enrollment to any Medical plan i										

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
4	You will be brought back to the Benefits Enrollment page. You should now see the Status is updated and the changes you made reflected in the dollar amount for each pay period. Dental Current PPO Before Tax New PPO Before Tax Status ✔ Changed 👤 1 Dependents Pay Period Cost \$5.76 Review

3.3 Vision Benefit Enrollment/Changes

Step	Action
1	Click the Vision tile.
2	For the Vision benefit, you have the option to select the plan deduction before or after tax .

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action												
3	If you are not enrolling any dependents in vision coverage, skip to letter c. Make sure whichever dependents you would like to enroll in vision coverage have a check in the checkbox under the Enroll Your Dependents section. a. If you have dependents who are currently enrolled in the vision benefit, the checkbox next to their name will be selected. <u>Clear the checkbox for any dependents you wish to remove from vision coverage.</u> b. If you previously turned in documentation to have dependent(s) added, the checkbox corresponding to their name will not be selected. Select the checkbox to enroll them in the vision benefit. Note: If you do not see your dependents listed, make sure you have completed Steps 14 and 15 in Section 3.0. <table><tr><th colspan="2">Dependents</th></tr><tr><td>☒</td><td>Susie Example</td></tr></table> c. In the Enroll in Your Plan section, click the Select button corresponding to your desired election coverage. Note: Click the Overview of All Plans button to display a window where the costs of each plan option can be quickly compared. <table><tr><th colspan="2">Plan Name</th></tr><tr><td> Select Vision After-Tax Requires enrollment to any Medical plan</td><td>i</td></tr><tr><td> ✓ Vision Before-Tax Requires enrollment to any Medical plan</td><td>i</td></tr><tr><td colspan="2"> Overview of All Plans </td></tr></table> d. Click the Done button.	Dependents		☒	Susie Example	Plan Name		Select Vision After-Tax Requires enrollment to any Medical plan	i	✓ Vision Before-Tax Requires enrollment to any Medical plan	i	Overview of All Plans	
Dependents													
☒	Susie Example												
Plan Name													
Select Vision After-Tax Requires enrollment to any Medical plan	i												
✓ Vision Before-Tax Requires enrollment to any Medical plan	i												
Overview of All Plans													

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
4	You will be brought back to the Benefits Enrollment page. You should now see the Status is updated and the changes you made reflected in the dollar amount for each pay period. Vision Current Vision Before-Tax New Vision Before-Tax Status Changed 1 Dependents Pay Period Cost \$0.43 Review

3.4 County Provided Employee Life

Step	Action										
1	Click the Cnty Provided Employee Life + AD&D tile.										
2	For the County Provided Employee Life benefit, basic life insurance for the employee is automatically selected, but beneficiaries must be selected. a. You can change the primary and secondary allocations to be a Flat Amount or leave them as a Percentage. b. Make any desired changes in the New Primary Percentage and New Secondary Percentage columns if desired. <table><thead><tr><th>New Primary Percentage</th><th>New Secondary Percentage</th></tr></thead><tbody><tr><td> 25 </td><td> 0 </td></tr><tr><td> 25 </td><td> 0 </td></tr><tr><td> 50 </td><td> 0 </td></tr><tr><td> 100 </td><td> 0 </td></tr></tbody></table> Add/Update Beneficiary c. Click the Done button. Note: If you would like to add or change your beneficiaries, click the Add/Update Beneficiary button. Full instructions on how to add and update beneficiaries can be accessed here. Beneficiary: An individual listed to receive the value of your life insurance at the time of your passing. Dependent: An individual who is eligible to be added to your benefits.	New Primary Percentage	New Secondary Percentage	25	0	25	0	50	0	100	0
New Primary Percentage	New Secondary Percentage										
25	0										
25	0										
50	0										
100	0										

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
3	You will be brought back to the Benefits Enrollment page. You should now see the Status is updated.

3.5 Employee Optional Life Enrollment/Changes

Step	Action										
1	Click the Employee Optional Life +AD&D tile.										
2	For the Optional Life AD&D Benefit, you have the option to waive the benefit or elect between 1 and 3x your salary before or after taxes. Click the Select button corresponding to the election you wish to choose for the optional life benefit. Note: If you select an option with Proof Required in the Proof of Coverage column, you must provide Evidence of Insurability before the benefit will take effect. This is nothing you have to submit with Open Enrollment. You will receive an email or letter in the middle of December from BCBS that will need to be completed and returned to them.										
3	a. You can change the primary and secondary allocations to be a Flat Amount or leave them as a Percentage. b. Make any desired changes in the New Primary Allocation and New Secondary Allocation columns if desired. <table border="1"> <thead> <tr> <th>New Primary Percentage</th><th>New Secondary Percentage</th></tr> </thead> <tbody> <tr> <td> 25 </td><td> 0 </td></tr> <tr> <td> 25 </td><td> 0 </td></tr> <tr> <td> 50 </td><td> 0 </td></tr> <tr> <td> 100 </td><td> 0 </td></tr> </tbody> </table> c. Click the Done button. Note: If you would like to add or change your beneficiaries, click the Add/Update Beneficiary button. Full instructions on how to add and update beneficiaries can be accessed here. Add/Update Beneficiary If you chose an election that requires proof, a message window displays. Click the OK button.	New Primary Percentage	New Secondary Percentage	25	0	25	0	50	0	100	0
New Primary Percentage	New Secondary Percentage										
25	0										
25	0										
50	0										
100	0										

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
4	You will be brought back to the Benefits Enrollment page. You should now see the Status is updated and the changes you made reflected in the dollar amount for each pay period.

3.6 County Provided Dependent Life for Spouse/Child

Harris County provides **Dependent Life** coverage for your enrolled dependents. This is required if you have enrolled dependents in your medical/dental/vision coverage.

- If you enrolled a spouse in your medical/dental/vision coverage in 2026, they will automatically receive **County Provided Dependent Life Spouse** coverage.
- If you enrolled your child/children in your medical/dental/vision coverage in 2026, they will automatically receive **County Provided Dependent Life Child** coverage.

If you are adding a new dependent in your medical/dental/vision coverage for 2027, you must also enroll the dependent(s) in the **County Provided Life** coverage. Follow the steps below to complete the enrollment. The steps are shown for the **County Provided Dependent Life for Child**. The same steps should be taken for the **Spouse** elections.

Step	Action
1	Click Cnty Provided Dep Life+AD&D Spouse tile or the Cnty Provided Dep Life+AD&D Child tile.

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
2	For the County Provided Dependent Life Benefit for your spouse or child, you must enroll all dependents that are enrolled in your medical/dental/vision coverage. a. Indicate whether you want to waive the benefit by clicking the Select button corresponding to the desired benefit option. Plan Name Select Waive ✓ Dependent Life Child (\$2,000) b. In the Enroll Your Dependents section, select the checkbox(es) to indicate which dependents that should be covered under the benefit listed (spouse or child). Dependents ☒ Susie Example c. Click the Done button.
3	You will be brought back to the Benefits Enrollment page. You should now see the Status is updated to either Changed or Visited (if no changes were made).

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

3.7 Optional Dependent Life + AD&D Spouse/Child

To elect the **Optional Dependent Life + AD&D** for spouse or child, you must have elected **Optional Life** coverage for yourself (employee).
Follow the instructions below to complete any desired changes for **Optional Dependent Life + AD&D** for spouse or child.

Step	Action								
1	Click the Optional Dep Life +AD&D Spouse tile or the Optional Dep Life + AD&D Child tile.								
2	For the Optional Life + AD&D Benefit for Spouse, you have the option to waive the benefit or elect between \$5,000-\$50,000 (by increments of \$5,000). You must also indicate if you would like the benefit premium taken out before or after taxes. For the Optional Life + AD&D Benefit for Child, you have the option to waive the benefit or elect between \$5,000-\$20,000 (by increments of \$5,000). You must also indicate if you would like the benefit premium taken out before or after taxes. <table><tr><th>Plan Name</th><th>Proof of Coverage</th></tr><tr><td> Select Waive </td><td></td></tr><tr><td>✓ Opt Dep Life Child AT 5,000 (\$5,000)</td><td> Proof Required </td></tr></table> a. Click the Select button next to the election you wish to choose for the optional Dependent Life + AD&D Benefit. Note: If you select an option with Proof Required in the Proof of Coverage column, you will be required to provide an Evidence of Insurability before the benefit will take effect. This is nothing you have to submit with Open Enrollment. You will receive an email or letter in the middle of December from BCBS that will need to be completed and returned to them. b. Once you change the election from “Waive” to an amount, the Enroll Your Dependents section will appear at the bottom of the screen. Select the checkbox(es) to indicate which dependent(s) you wish to add coverage. <table><tr><th>Dependents</th></tr><tr><td> ☒ Susie Example </td></tr></table> c. Click the Done button.	Plan Name	Proof of Coverage	Select Waive		✓ Opt Dep Life Child AT 5,000 (\$5,000)	Proof Required	Dependents	☒ Susie Example
Plan Name	Proof of Coverage								
Select Waive									
✓ Opt Dep Life Child AT 5,000 (\$5,000)	Proof Required								
Dependents									
☒ Susie Example									

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action
3	If proof of insurability is required, a message window will display. Review the information and click the OK button. Your enrollment in Opt Dep Life Child AT 5,000 requires proof of of insurability. You will need to submit the appropriate documents to the Benefits Department. Your new coverage will not take effect until proof of insurability is received. OK
4	You will be brought back to the Benefits Enrollment page. You should now see the Status is updated and the changes you made reflected in the dollar amount for each pay period.

3.8 Optional LTD Enrollment/Changes

Follow the instructions from Section 3.5 **Optional Life Enrollment** to complete any desired changes for **Optional LTD**.

3.9 Flex Spending – Health and Dependent Care – Enrollment/Changes

Notes:

- The maximum election amount for FSA health account is \$3,400 and FSA dependent daycare maximum election is \$7,500. If you wish to increase or decrease from your original amount, you will need to make that change during your open enrollment. Otherwise, your 2027 elected amount will stay the same.
- The minimum election amount for both health and dependent care FSA is \$300.
- The Dependent Daycare Account is only for the care of a child under the age of 13 while you are at work. It is NOT for healthcare expenses.
- The IRS allows pre-tax contributions to Flexible Spending Accounts as long as the plan does not favor Highly Compensated Employees (HCEs) as defined by the IRS. For the 2027 plan year, an employee who earns more than \$160,000 is considered an HCE. If you are an HCE, your Dependent Daycare FSA deduction may not exceed \$900.

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Enrolling in **Flex Spending for Dependent Care** will be completed the same way that the **Flex Spending Health** enrollment is completed. Follow the steps below to enroll for **Flex Spending Health** and/or for **Flex Spending Dependent Care**.

Step	Action
1	Flex Spending Health – U.S. tile or the Flex Spending Dependent Care tile. If you were enrolled in either of the FSAs in the previous benefit plan year, the amount you elected will be shown. If you were not enrolled previously, the Waive option will be selected. Plan Name SelectWaive ✓FSA
2	Click the Flexible Spending Account Worksheet button to help calculate your annual pledge for this plan year. Employee Annual Pledge Minimum Employee Pledge \$300.00 Maximum Employee Pledge \$3,300.00 Annual pledge amount for all Flexible Spending Accounts must not exceed \$8,050.00. Flexible Spending Account Worksheet a. If you do <u>not</u> want to enroll in FSA, choose the Select button corresponding to the Waive option. b. If you <u>do</u> want to enroll in FSA, click the Select button corresponding to the FSA option. c. Enter your annual pledge amount. d. Click the Done button.
3	You will be brought back to the Benefits Enrollment page. You should now see the Status is updated and the changes you made reflected in the dollar amount for each pay period.

4.0 Saving and Submitting Your Benefit Enrollment/Changes

You may save your elections at any time by clicking the **Exit** button at the top left of the screen. Do not click the **Submit Enrollment** button on the **Open Enrollment** page until you are ready to submit your final benefit elections!

Follow the steps below to submit your benefit elections/changes for the new plan year.

Step	Action
1	Once you have finished making your benefit elections you can click the Preview Statement button to display a summary of your election choices. Click the Submit Enrollment button to send your final choices to the Benefit Department. Your Pay Period Cost \$132.88 Status Pending Review Preview Statement Submit

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Step	Action
2	A window displays to confirm your elections have been submitted. If any warning messages for your enrollment elections exist, such as if the enrollment selection you made will require proof of insurability when requested by the insurance carrier, they will also display on this window. Done Benefits Alerts View Instructions Your benefit choices have been successfully submitted to the Benefits Department. Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary Warning statements here listing the warnings for the entire benefits enrollment. ⚠ Employee Optional Life + ADD Warning Your enrollment in this benefit plan requires proof of insurability. You will need to submit the appropriate documents when requested by BlueCross Blue Shield. Your new coverage will not take effect until proof of insurability is received and approved by BlueCross BlueShield. ⚠ Optional Dep Life + ADD Child Warning Your enrollment in this benefit plan requires proof of insurability. You will need to submit the appropriate documents when requested by BlueCross Blue Shield. Your new coverage will not take effect until proof of insurability is received and approved by BlueCross BlueShield. Click the Done button.
3	The Benefits Enrollment page displays and the Status field is updated to Submitted. Click the Next button.

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Step	Action						
4	The Benefits Statements page displays. Benefits Statements Filters Event Year Enrollment Event Statement Type ApplyReset Benefits Statements <table><tr><th>Event Date ↑↓</th><th>Issue Date ↑↓</th><th>Enrollment Event ↑↓</th></tr><tr><td>05/12/2025</td><td>05/30/2025 2:53:36PM</td><td>2026 HFT Open Enrollment</td></tr></table> To review your benefits selections again, click the statement. The statement displays and can be printed or saved for your records, as needed. Click the Next button to proceed to the next step.	Event Date ↑↓	Issue Date ↑↓	Enrollment Event ↑↓	05/12/2025	05/30/2025 2:53:36PM	2026 HFT Open Enrollment
Event Date ↑↓	Issue Date ↑↓	Enrollment Event ↑↓					
05/12/2025	05/30/2025 2:53:36PM	2026 HFT Open Enrollment					

How to Complete Your Open Enrollment Elections/Changes in STARS ESS

Step	Action																														
5	The Summary page displays. The Status column indicates the status of the step. Once the step has been completed, the date displays in the Date Completed column. In addition, the Required column indicates whether the step is required. <table><tr><th>Status</th><th>Date Completed</th><th>Required</th></tr><tr><td>● Visited</td><td></td><td>No</td></tr><tr><td>✔ Complete</td><td>05/30/2025</td><td>Yes</td></tr><tr><td>✔ Complete</td><td>05/30/2025</td><td>Yes</td></tr><tr><td>✔ Complete</td><td>05/30/2025</td><td>Yes</td></tr><tr><td>● Visited</td><td></td><td>No</td></tr><tr><td>● Visited</td><td></td><td>No</td></tr><tr><td>✔ Complete</td><td>05/30/2025</td><td>No</td></tr><tr><td>✔ Complete</td><td>05/30/2025</td><td>No</td></tr><tr><td>● Visited</td><td></td><td>No</td></tr></table> To quickly access a step that needs to be completed, click the Go to Step button corresponding to the step. Go to Step Go to Step Verify each step has been completed and click the Exit button.	Status	Date Completed	Required	● Visited		No	✔ Complete	05/30/2025	Yes	✔ Complete	05/30/2025	Yes	✔ Complete	05/30/2025	Yes	● Visited		No	● Visited		No	✔ Complete	05/30/2025	No	✔ Complete	05/30/2025	No	● Visited		No
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✔ Complete	05/30/2025	No																													
✔ Complete	05/30/2025	No																													
● Visited		No																													
6	You have now submitted your Open Enrollment Benefit Elections in STARS through Employee Self Service. Should you have any additional benefits questions, please refer to your Benefits Guide and/or contact the Benefits department at 713-274-5500 or benefits@harriscountytexas.gov.																														