

ON-LINE ENROLLMENT VIA PEOPLE SOFT E-BENEFITS Entry can begin Monday, October 3, 2005

On-line enrollment will be **MANDATORY** this year for **ALL** employees throughout the City of Plano.

You will need to follow the steps outlined below to enter your elections within the People Soft on-line system. You can access People Soft via the City of Plano intranet site at the Human Resources homepage (<http://cityweb/hr/index.html>). For assistance you can take a quick guided tour of the on-line enrollment entry by selecting the link to the **On-line Simulation Guide**. Otherwise begin entering your elections by selecting **E-Benefits** to open the People Soft system.



You will need to enter your login and password. Your login will be the same as last year unless you designated a unique login and password. Your login ID is the same as your login ID into the City network, but in **ALL CAPS**. Usually this is your first name and the first initial of your last name (i.e. RICKF). Your password is the first three letters of your last name in **CAPS** and the last four digits of your social security number (i.e. FIG9999). (If your last name is only two letters, you will need to add a zero on the end (i.e. WU0)). Should you experience problems logging into the system, please contact the help desk at ext. 5306.

Once logged in, please select:

- Employee Self-Service
- Benefits
- Benefits Enrollment
- Click Yellow button to begin entry

Each panel has instructions to walk you through enrollment. Once you've made all your elections you must select the "**SUBMIT**" button located at the bottom of the page. This will submit your enrollment online to Human Resources. *If you do not select this button, your enrollment will not be entered into the system.*

If your elections for calendar year 2006 are not received by 5:00pm, Wednesday, October 26, 2005, Human Resources will terminate all coverage effective midnight December 31, 2005 for you and your dependent(s). Please take a moment to complete your elections so coverage is not terminated.

Confirmation statements will be sent out to all departments in November. Please review your confirmation statement for accuracy to ensure our records reflect your plan year 2006 elections.