



TEXAS ASSOCIATION *of* COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

EMPLOYEE SELF-SERVICE (ESS): YOUR ONLINE BENEFITS PORTAL

Accessing your current health benefits and wellness program resources online should be easy. That's why we created the **Employee Self-Service (ESS) portal for county and district employees**. ESS is a single website with all the links you need. Just one password here gets you access to Blue Cross and Blue Shield of Texas (BCBSTX), Navitus (prescription drugs), Healthy County (wellness program), and more!

WHERE CAN I ACCESS THE ESS PORTAL?

Go to: **mybenefits.county.org**

Save or bookmark this web address as a favorite, so you can easily reference your benefits and resources with one simple click!

ESS FEATURES:

On the ESS portal, employees can access:

- Current Benefit Coverages:
Medical, Prescription, Dental*,
Vision*, and Life* Benefits
- Healthy County Wellness Program
Resources
- Confirmation Statements
- Resources Guides
- Benefit Booklets
- Direct access to BCBSTX, Navitus,
and the Healthy County WebMD ONE
portal
- Health Benefits Resource Library &
FAQs
- TCDRS
- Employee Assistance Program*
- And so much more!

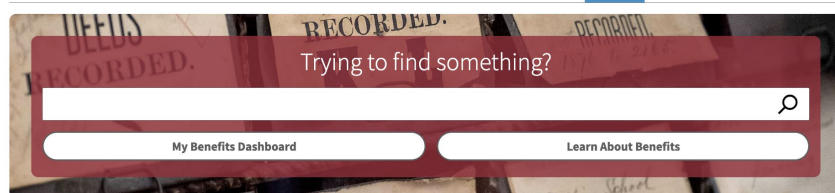


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Welcome,

[Sign Out](#)

[Home](#) [Benefits](#) [Resource Library](#)



My 2024 Coverage

Medical	Prescription Drug (RX)	Dental	Basic Term Life Insurance
 Provided by your employer		 Provided by your employer	 Provided by your employer
Cost	Cost	Cost	Cost
Plan Name	Included With Medical Coverage	Plan Name	Coverage
Network		Network	
Who's Covered		Who's Covered	
BlueCross BlueShield of Texas	Navitus Health Solutions	BlueCross BlueShield of Texas	BCBS

**Only applicable if your group offers these benefits through TAC HEBP*

First time users can follow the steps below to create an ESS account.

Option 1:

Tell Us About Yourself

Do you know your UID number (found on your BCBS ID card)?

☒ Yes

☐ No

UID:

Next

Option 2:

Tell Us About Yourself

Do you know your UID number (found on your BCBS ID card)?

☐ Yes

☒ No

Do you know your Social Security Number?

☒ Yes

☐ No

Social Security Number:

Next

<div>8. Enter the Last 4 Digits of Your SSN</div> <div>9. Enter your Home Zip Code</div> <div>10. Enter your Birth Date (mm/dd/yyyy)</div> <div>11. Click Next</div>	<div><div>Verify Information</div><div><div>Last 4 Digits of Your SSN:</div><div></div></div><div><div>Home ZIP Code:</div><div></div></div><div><div>Birth Date (mm/dd/yyyy):</div><div></div><div></div></div><div>Next</div></div>
<div>12. Email: Enter your Email Address</div> <div><i>Note: Your email address will become your ESS username. If you do not have an email, you can set up a free one at Gmail, Yahoo, or Outlook.</i></div> <div>13. Confirm Email: Re-enter your email address</div> <div>14. Click Next</div>	<div><div>Enter and confirm your email address below to continue.</div><div><div>Email:</div><div></div></div><div><div>Confirm Email:</div><div></div></div><div>Next</div></div>
<div>15. A verification code will be sent to the email address you entered on the previous screen. The email will be sent from Willis Towers Watson.</div> <div>16. Enter Code: Enter the Verification Code</div>	<div><div>Confirm Your Email</div><div>Check your email and enter the verification code that was sent to</div><div><div>Enter Code</div><div>Enter Code</div></div><div><div>Cancel</div><div>Resend Code</div></div></div>
<div>17. Enter your Phone Number</div> <div>18. Click Send Code or Call Me</div> <div><div>a. Send Code will send a text message to your phone for you to enter the verification code.</div><div>b. Call Me will call your phone where an automated message will have you hit # on your phone keypad to verify.</div></div>	<div><div><div>Enhanced Security</div><div>Enter a number below that we can send a code via text message or call you to confirm your identity.</div><div><div>Country Code</div><div>United States (+1)</div><div></div></div><div><div>Phone Number</div><div></div></div><div><div>Cancel</div><div>Send Code</div><div>Call Me</div></div></div><div><div>Send Code (Text) Method:</div><div>Text Message Verification</div><div>Enter the verification code you received.</div><div><div>Enter Code</div><div></div></div><div><div>Cancel</div><div>Resend Code</div></div></div></div>
<div>19. Create a Password:</div> <div><i>Your password must be at least 8 characters long and contain at least 3 of the following items:</i></div> <div><div>■ Uppercase letters</div><div>■ Numbers</div><div>■ Lowercase letters</div><div>■ Symbols</div></div> <div><div>a. New Password: Enter your password</div><div>b. Confirm New Password: Re-enter password</div></div> <div>20. Click Submit</div>	<div><div>Create Password</div><div><div>New Password</div><div>New Password</div></div><div>Password must be at least 8 characters long and contain at least 3 of the following:</div><div><div>■ uppercase letters</div><div>■ lowercase letters</div><div>■ numbers</div><div>■ symbols</div></div><div><div>Confirm New Password</div><div>Confirm New Password</div></div><div><div>Cancel</div><div>Submit</div></div></div>
<div>21. On the Online Authorization page, scroll to the bottom of the page, and click Accept.</div> <div>22. You're done! You should now be in your ESS portal.</div>	<div><div><div><div></div><div>Sign In</div><div>Online Authorization</div></div><div>Decline</div><div>Accept</div></div></div>

LOGGING INTO ESS

After creating an ESS account, returning users can follow the steps below to log into the ESS.

<p>1. Go to mybenefits.county.org</p> <p>2. Enter your UID <i>or</i> your Tax Id Number/SSN <i>Note: Your UID can be found in the Identification Number section of your BCBSTX insurance card. Include numbers only. Leave off letters.</i></p> <div data-bbox="151 380 634 684"> <p>Subscriber Name: _____ Identification Number: ZGP903000000 Group Number: _____ Coverage Date: _____ BCA SINGLE Office Visit Specialist Copay Emergency Room MDLive Copay RxBIN: _____ RxGRP: _____ RxPCN: _____</p> </div> <p>3. Enter your Birth Date</p> <p>4. Click Find My Account</p>	
<p>5. Enter your Username <i>Note: Your username is the email address you entered when creating your ESS account.</i></p> <p>6. Click Next</p> <p>7. Enter your Password</p> <p>8. Click Sign In</p>	
<p>9. Choose your Verification Method:</p> <p>a. Click Email <i>or</i> click Phone</p> <p>10. If you chose Email as your Verification Method:</p> <p>a. A verification code will be sent to your email. The code will be sent from Willis Towers Watson.</p> <p>b. Enter Code: Enter the Verification Code</p>	<div data-bbox="829 1150 1177 1528"> <p>Enhanced Security</p> <p>We can email a verification code to _____ or confirm your identity using the following phone number on record:</p> <p>How would you like to complete this enhanced security step?</p> <p>Cancel Email Phone</p> </div> <div data-bbox="1201 1150 1572 1528"> <p>Email Verification Method:</p> <p>Confirm Your Email</p> <p>Check your email and enter the verification code that was sent to</p> <p>Enter Code <input type="text"/></p> <p>Cancel Resend Code</p> </div>
<p>If you chose Phone as your Verification Method:</p> <p>11. Click Send Code <i>or</i> click Call Me</p> <p>a. Send Code will send a text message to your phone for you to enter the verification code.</p> <p>b. Call Me will call your phone where an automated message will have you hit # on your phone keypad to verify.</p>	<div data-bbox="829 1543 1177 1990"> <p>Enhanced Security</p> <p>We have the following number on record for you. To confirm your identity, we can send a code via text message or call you to complete this enhanced security step.</p> <p>Phone Number <input type="text"/></p> <p>Cancel Send Code Call Me</p> </div> <div data-bbox="1201 1543 1572 1921"> <p>Send Code (Text) Method:</p> <p>Text Message Verification</p> <p>Enter the verification code you received.</p> <p>Enter Code <input type="text"/></p> <p>Cancel Resend Code</p> </div>
<p>12. You're done! You should now be in your ESS portal.</p>	