Mobile Device Use

You can now elect your health benefits online with eBenefits. See below for a walkthrough!

2. Tap the SF Employee Portal icon.
3. Type in your Employee ID (DSW) and Password, then tap the **Agree & Sign In** button.
4. Type in your Multi-Factor Authentication secure code and tap Verify.
5. On the SF Employee Portal, tap on **Alerts** and then tap on **Health Benefits Open Enrollment**.

6. You are now in the enrollment process. You will be asked to:
   a. Add or verify your **Dependents** (if any)
   b. Confirm your **Personal Information**, including **Emergency Contacts**
   c. Elect your **Medical, Dental** (if applicable), **Vision** and **Flexible Spending Accounts** (if applicable).
   d. **Review** and **Submit** elections
   e. **Upload Documents** such as marriage or birth certificates
   f. **Voluntary Benefits** through Workterra.net

7. At the top of the page, you will see:

   ![Menu](menu-icon.png)

   **Menu**

   Tapping on the menu will let you exit the enrollment process.

   ![Shopping Cart](cart-icon.png)

   **Shopping Cart**

   Tapping on your shopping cart will show you the health benefits you are electing for the upcoming plan year.

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**Breadcrumb Navigation**

You can jump to different benefit enrollments by tapping on the arrow.
Mobile Device Use

Review Dependents

The **Review Dependents** screen will show you your eligible dependents/beneficiaries.

**Need to make a change?**

Tap the **Edit** button if you need to change a dependent’s information.

Tap the **Add a New Dependent** button if you plan on enrolling a new dependent on your health coverage. You will be asked to enter the dependent’s:

- First Name
- Last Name
- Date of Birth
- Gender
- Social Security Number (if applicable)
- Marital Status
- Address and Phone number (if different from your own)

The new dependent will be added to your profile once you tap **Save**.
Mobile Device Use

Personal Information

The Confirm Personal Information screen will show you your contact information and emergency contacts.

Want to change your contact info?
Tap the Pencil icons if you need to change any contact information or emergency contacts.

It is important that your contact information is up to date as your confirmation statement and other benefit information will be mailed to that address.

Need Help?
If you need assistance modifying your personal information or emergency contacts, please reach out to:

- Active employees - your department HR representative
Mobile Device Use
Medical, Dental, Vision Enrollment

Prior to electing new health benefits, you will be shown your current year’s benefit elections.

No changes?

If you do not need to change any health plans or a dependent’s enrollment, tap the Yes button then the Save and Continue button to submit your elections.

Want to elect a new plan?

If you need to make a change (such as annually enrolling in a Flexible Spending Account), tap the No button then the Save and Continue button to make your benefit changes. Keep reading below if you need to make a change.

Medical, Dental and Vision elections

You will be asked to elect or waive your Medical plan first. Then your Dental* and Vision** choices will follow.

Tap the Benefits Guide button at the top to download a PDF copy of your benefits guide.

If you want medical coverage, tap the checkbox next to person’s name who you want to enroll, then scroll down the page to elect your medical plan.

Tap the Elect this Plan button to enroll in that medical plan. Each plan has a small text description, link to a detailed description on SFHSS.org and a link to find providers near you.

Want to waive your coverage?

If you do not want medical coverage, tap the checkbox next to Waive this coverage.

Don’t forget to save!

Tap the Save and Continue button at the bottom of the page to move onto the next section.

*Vision Premier is only available to your dependents enrolled in an SFHSS medical plan. If you elect to enroll in Vision Premier, all family members enrolled in medical must be enrolled by checking the Enroll box next to each individual’s name.
Mobile Device Use
Flexible Spending Account Enrollment

Healthcare and Dependent Care Flexible Spending Accounts* require enrollment annually, even if you were enrolled the previous year!

You will be asked to elect or waive a Healthcare FSA first, then a Dependent Care FSA second.

Want to enroll in a Healthcare FSA?
Tap the checkbox next to Enroll in Health Care FSA.

Tap on the textbox next to Health Care FSA Total Annual Amount: to enter your annual election (any value between $250 and $2,700).

Tap the Save and Continue button at the bottom of the page to move onto the next section.

What about a Dependent Care FSA?
Tap the checkbox next to Enroll in Dependent Care FSA.

Tap on the textbox next to Dependent Care FSA Total Annual Amount: to enter your annual election (any value between $250 and $5,000).

Tap the Save and Continue button at the bottom of the page to move onto the next section.

*Flexible Spending Account enrollments through SFHSS are not available to retired, San Francisco Unified School District or San Francisco City College employees.
Mobile Device Use
Election Review and Submission

Review your choices!

After entering your elections on the previous screens, you can review your choices on Review Your Elections with cost summary.

If you accidently enrolled in the wrong plan, tap the Pencil icon next to that plan to make a change.

If your elections are correct, scroll to the bottom of the page and tap the Continue button.

Time to Submit!

Please read the legal disclaimer, then tap the Submit button at the bottom to submit your elections.
Did you add new dependents?

If you added a new dependent, scroll down to the middle of the page and tap the **Upload Documents** button to verify their eligibility.

**Document Upload Steps**

Tap the **Add Attachment** button to choose a photo or document from your library.

Tap **Upload** when you make your choice.

Tap the text field to label your upload, then tap **Save**. Simple as that!

Tap the **X** in upper-right corner of your screen to close document upload, then tap **Save and Continue**.
Mobile Device Use
Voluntary Benefits

Employees of the City & County of San Francisco and the Superior Court have the opportunity to apply for voluntary benefits through Workterra.

After you submit your elections through eBenefits, tap the link to Workterra to begin your voluntary benefits enrollment or tap Exit to finish.

Voluntary Benefits

Employees of the City and County of San Francisco and the Superior Court have the option of enrolling in voluntary benefits. New visitors (and those logging in for the first time since spring 2019) will need to login using the following information:

- **User ID**: Employee DSW Number – if your number is 5 digits add a 0 in front to make 6 digits
- **Password**: First 4 letters of your last name and First 4 digits of your social security number (example: abcd1234)
- **Employer**: ccsf

Returning visitors your User ID and Employer is the same as defined above. Your password is the one you elected when you previously visited the site.

https://www.workterra.net

If you enroll in voluntary benefits, your confirmation statement will be mailed to you by Workterra. If you need any assistance with Voluntary Benefits or logging into Workterra, please call Workterra at 888-993-9997.

Thank you for using self-service benefits

You can sign out of PeopleSoft by clicking on “Sign Out” in the top right-hand corner.

Exit