



A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Employee Services Department
 Benefits Division
 City Hall, 117 West Duval St. Suite 150
 Jacksonville, FL 32202
 Phone#: (904) 255 - 5555
 Fax #: (904) 255 - 5565
Jacksonville.gov/Benefits

Enrollment Instructions

Enrolling “FROM” a COJ Computer	Enrolling from a “NON” COJ Computer
<ul style="list-style-type: none"> • http://inside.coj.net/Pages/Default.aspx 	<ul style="list-style-type: none"> • https://hrss.coj.net
<ul style="list-style-type: none"> • Click on “Employee Self-Service” 	<ul style="list-style-type: none"> • Username – COJ network login
<ul style="list-style-type: none"> • Click on “COJ Employee Self Service” 	<ul style="list-style-type: none"> • Password-COJ network login or last 5 of your SS #
<ul style="list-style-type: none"> • Click on “Benefits Enrollment” 	<ul style="list-style-type: none"> • Login assistance available on login screen or call ITD at 904-255-1818
<ul style="list-style-type: none"> • Click on “Enroll Now” tab to begin enrollment 	<ul style="list-style-type: none"> • Click on “COJ Employee Self Service”
<ul style="list-style-type: none"> • On the last page of enrollment site, click on “Confirmation Statement” 	<ul style="list-style-type: none"> • Click on “Benefits Enrollment”
<ul style="list-style-type: none"> • Review statement to ensure benefits listed are correct 	<ul style="list-style-type: none"> • Click on “Enroll Now” tab to begin enrollment
<ul style="list-style-type: none"> • Review statement to ensure dependents are listed for each benefit selected 	<ul style="list-style-type: none"> • On the last page of enrollment site, click on “Confirmation Statement”
<ul style="list-style-type: none"> • Print Confirmation Statement as proof of enrollment 	<ul style="list-style-type: none"> • Review statement to ensure benefits listed are correct
	<ul style="list-style-type: none"> • Review statement to ensure dependents are listed for each benefit selected
	<ul style="list-style-type: none"> • Print Confirmation Statement as proof of enrollment

Please Note:

As a new employee, it is essential for you to access online enrollment to either accept or decline your benefits. Failure to enroll will result in your benefits being defaulted to UF Health Direct Care – EE Only plan. Please note that changes to your benefit plans will not be possible unless you have a qualifying event or during annual enrollment in 2025 to be effective 01/01/2026.

FOP & JFRD or non-civilian employees, you are eligible to enroll in the benefits outlined below with the City of Jacksonville.

- TriCare Supplement – Eligible for retired military and reservist
- Supplemental Life Insurance
- Dependent Life Insurance
- FSA – Flexible Spending Account



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Required Documents for Adding Dependents to Health, Dental & Vision Benefits

If you are enrolling dependents in your health, dental or vision benefits, you **MUST** submit a copy of the following **certified documents** to the Benefits Office prior to your benefits effective date. The Benefits office is in City Hall, Suite 150 and is open Monday – Friday, 8:00am - 4:00pm.

Spouse: Certified copy of marriage certificate and Social Security card in current name

Children: Certified copy of birth certificate listing employee's name as the parent and Social Security card

Adoption: Certified court documents awarding the child to be covered, birth certificate with new given name and Social Security card (matching name on birth certificate)

Guardianship: Certified court documents for each child to be covered. If temporary guardianship, court certified documents must be signed within the last 6 months prior to enrollment

NOTIFICATION OF CHANGE IN DEPENDENT STATUS

Employee are required to inform the Benefits Office within **60 days** of the occurrence date of a “Qualifying Event (QE)”. If you wish to add or remove a dependent under a pre-taxed premium plan or a plan that mandates a twelve-month enrollment.

Examples of Qualifying Events:

- Marriage
- Divorce
- Birth
- Adoption
- Death
- Loss of coverage (Proof of loss of coverage)
- Gain of coverage (Proof of other coverage)
- Change of residency

DOCTOR’S APPOINTMENTS & HEALTH INSURANCE CARDS

Please **DO NOT** schedule a doctor’s appointment until you have received your health insurance card by mail. Scheduling an appointment without your insurance card may result in your responsibility for the entire cost of your visit. Your insurance card will be mailed to you following the first paycheck of the month in which your benefits take effect.