



A NEW DAY.

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

BENEFITS ENROLLMENT & REQUIRED DOCUMENTS

Online Enrollment Instructions from a COJ computer

Your benefits will be effective the first day of the month following your employment date

- Before enrolling, review your benefits on the Benefits website at www.Jacksonville.gov/Benefits
- On the Benefits website navigation, open "Employee Online Enrollment" and begin the enrollment process
- Print the confirmation page at the end of the enrollment process and retain your records
- **Enrollment must be completed before the first day of the month following your hire date**
- Contact TS (Technology Solutions) at (904) 255-1818 if you have trouble with your username or password

Online Enrollment Instructions from home or an external location - not from a COJ computer

Type <https://hrss.coj.net> and begin the enrollment process below:

- Username and Password – log in using your COJ network login
- Click on "COJ Employee Self Service"
- Click on "Benefits Enrollment"
- Following computer prompts to enroll in benefits
- Print the confirmation page at the end of the enrollment process and retain it for your records
- **Enrollment must be completed before the first day of the month following your hire date**
- Contact TS (Technology Solutions) at (904) 255-1818 if you have trouble with your username or password

Please Note: New Hire employees – Failure to complete your enrollment will result in your benefits being automatically defaulted to the UF Health Direct Care plan (Employee Only) coverage. You have 30 days from your benefit effective date to make any benefit elections or changes. After this 30-day window, you will only be able to make changes if you have a qualifying life event or during the annual enrollment period.

Required documents for adding dependents to Health, Dental & Vision benefits

If you are enrolling a dependent in your health, dental, or vision benefits, you **MUST provide** the following **original, certified documents** to the Benefits Division **prior** to your benefits effective date:

- Spouse:** Original copy of Marriage Certificate and Social Security card
- Children:** Original Birth Certificate listing the employee's name as a parent and Social Security card
- Adoption:** Certified court documents awarding the child to be covered, Birth Certificate with the new given name, and Social Security card (matching the name on the Birth certificate)
- Guardianship:** Certified court documents for each child to be covered. If a temporary guardianship, court-certified documents must be signed within the last 6 months prior to enrollment of the child. Required documents for "children" indicated above are also required.

DOCTOR'S APPOINTMENTS - HEALTH INSURANCE CARDS

Please DO NOT schedule a doctor's appointment until you have received your Health Insurance Card in the mail. If you schedule an appointment without your insurance card, you could be responsible for the full payment of your visit. Your insurance card will be mailed to you **after the first paycheck of the month in which your benefits became effective.**