# Logging Into Employee Self-Service (ESS) and Enrolling in Benefits

First Time Sign-On

1. Open the internet explorer (IE) browser
2. Click on the Password link or go to https://pass.lexingtonhealth.com
3. Enter your User ID (if you do not have a User ID, the HR Manager will provide you with your assigned User ID)
4. Click Agree
5. Select and provide answers to the 3 security questions and click Submit
6. If you have a Lexington email, it will show in the box. If you do not have a Lexington email, you can enter an email at which you would like to receive information regarding your profile. Click Continue.

Regular Sign-On

1. You can get onto the Employee Self-Service program five different ways:

   a. Click on the Applications folder on the desktop and select the Employee Self-Service link (only available on clinical computers)
   b. Open the Intranet and click the Employee Self-Service link
   c. Click on the Employee Self-Service icon on your desktop (not available on all computers)
   d. Go to your Favorites folder on the internet and select Employee Self-Service
   e. Open your browser and type ESS
   f. ACCESS FROM HOME:
      I. Click on or type the following into your browser [works best with Chrome]: https://ess.lexingtonhealth.com
      II. Or visit www.lexingtonhealth.com, go to our Staff Portal [bottom left of the webpage] and click on the Employee Self-Service Pay and Benefits link:
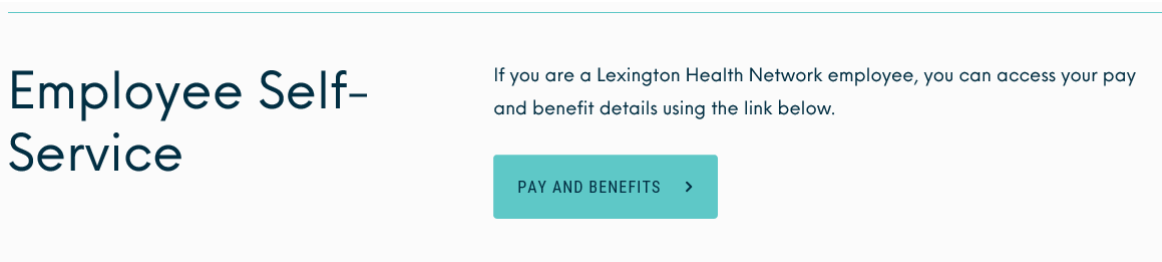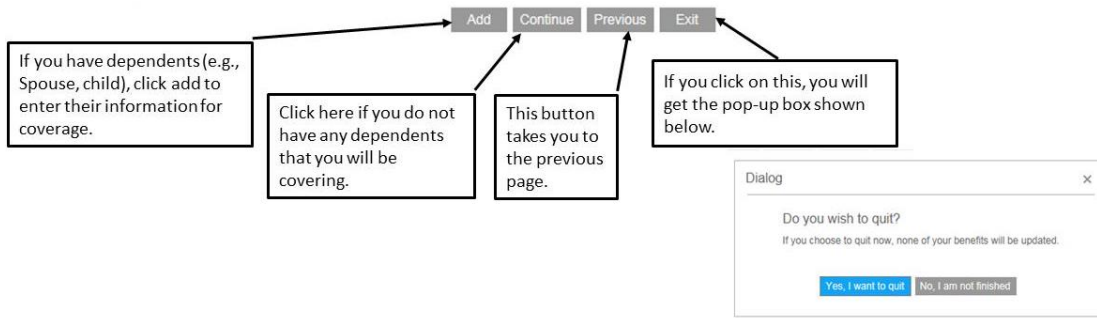

2. On the screen that opens, you will see:

   The **EMPLOYEE-SELF SERVICE** is where you can access your profile and request updates to your name, address, phone number, email, and emergency contacts.

   Clicking on **BENEFITS SELF-SERVICE** will provide you with links to where you enroll in benefits, list your beneficiaries, and access resources for common benefit questions.

   The **PAYROLL SELF-SERVICE** allows you to view your pay stubs, deductions, and PTO balance.

3. Click on **BENEFITS** and select **BENEFIT ENROLLMENT**.

4. After you read the Benefits Enrollment information, click on **CONTINUE**.

5. On the next screen, you will list your benefit eligible dependents (e.g., child, spouse) if you have them.

If you have dependents (e.g., Spouse, child), click add to enter their information for coverage.

Click here if you do not have any dependents that you will be covering.

This button takes you to the previous page.

If you click on this, you will get the pop-up box shown below.

Dialog   ×

Do you wish to quit?

If you choose to quit now, none of your benefits will be updated.
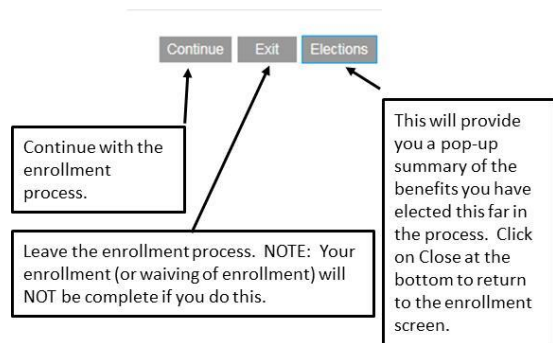
Yes, I want to quit   No, I am not finished

6. The next enrollment screen is your Smoker Status. Click on **YES** or **NO**.

7. The Enrollment Order screen will show you the order in which you will enroll in (or waive) your benefits. Select **CONTINUE**, **PREVIOUS** or **EXIT**.

   NOTE: As you move through the enrollment process, you will find the same three buttons at the bottom of the screen: **CONTINUE, EXIT, ELECTIONS**.

   These buttons will help you navigate through the enrollment process (or waiving of your benefits).

Continue with the enrollment process.

Leave the enrollment process. NOTE: Your enrollment (or waiving of enrollment) will NOT be complete if you do this.

This will provide you a pop-up summary of the benefits you have elected this far in the process. Click on Close at the bottom to return to the enrollment screen.

   - HEALTH INSURANCE
   - DENTAL INSURANCE
   - VISION
   - EMPLOYEE LIFE
   - [Only available if Employee Life is selected.] EMPLOYEE AD&D
   - [Only available if Employee Life has been selected.] DEPENDENT LIFE – SPOUSE
   - [Only available if Employee Life is selected.] AD&D – SPOUSE
   - [Only available if Employee Life has been selected.] DEPENDENT LIFE – CHILD
   - [Only available if you select Employee Life.] AD&D – CHILD
   - SHORT TERM DISABILITY
   - ACCIDENT INSURANCE
   - CRITICAL ILL – EMPLOYEE
   - CRITICAL ILL – SPOUSE
   - CRITICAL ILL – CHILD
   - CRITCAL ILL – FAMILY
   - FLEXIBLE SPENDING ACCOUNT

8. At this point you will be presented with a summary of the choices you elected (or waived). Review your choices and click on the appropriate button (**CONTINUE, MAKE CHANGE** or **EXIT** without saving your elections).

9. If you click continue, you will be given the option to print your elections. Make your choice and click on **CONTINUE**.

10. Congratulations! You successfully enrolled in your benefits when you see this screen.

You have until benefits enrollment closes to make changes. After that, no changes can be made (with the exception of qualifying events) until the following open enrollment.