



EMPLOYMENT &  
HUMAN SERVICES

M E M O R A N D U M

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To: All Staff, Code 2A

Date: October 26, 2020

From: Personnel Services

Subject: Open Enrollment for Plan Year 2021

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The 2021 Benefits Open Enrollment for eligible employees of Contra Costa County is currently open through Friday, November 6, 2020. The Open Enrollment Guide and 2021 rate sheets are available online at the link below.

<https://www.contracosta.ca.gov/6268/2021-Contra-Costa-County-Open-Enrollment>

As a reminder, benefits enrollment will be completed online, through our PeopleSoft eBenefits system. Here are the PeopleSoft Employee Self Services (ESS) login instructions:

- On a web browser, enter <https://selfservice2.cccounty.us> in the address bar.
- Enter your User ID – This is your 5-digit employee ID number. (Do not enter a prefix of “CCC”)
- Enter your Password – If you have not logged into ESS your new password is made up of your 4-digit birth year + the last four digits of your Social Security number.
- Example: User ID = 12345 (numeric only – 5-digits), Password = 19651234 (no spaces)
- If you forgot your password, use the “Forgot your Password?” feature. A temporary password will be emailed to you.

Computer Kiosks are available in the lobby of the Human Resources Benefits Division on the 2<sup>nd</sup> floor of the County Administration Building at 1025 Escobar Street, if you need assistance completing the online enrollment.

**NOTE: If you do not wish to make a change to your current plan, no action is necessary.**

If you have any questions, please contact the Human Resources Department, Employee Benefits Services at (925) 655-2100 or send your questions to [Benefits@hrd.cccounty.us](mailto:Benefits@hrd.cccounty.us).