Electronic Enrollment through Employee Self-Service (ESS)

How to log on:

Go to https://ess.sonoma-county.org
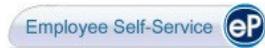
How do I reset my password?

If you've forgotten your password, reset it by clicking on "***Forgot your password? Click Here***" Located below the Password box on the Welcome Screen.

Flexible Spending Account enrollment elections

1. To access the Flexible Spending Account Annual Enrollment, from the Self-Service home page open the Menu and scroll down to the Benefits section, located on the left side, and click on **"FSA Annual Enrollment."**

2. Carefully read the instructions provided on each screen and complete all steps.

3. After **selecting your plan coverage** and **electing your annual election amount(s),** you will need to pass the validation process by clicking on **"VALIDATE ELECTIONS"** (located at the bottom of the page under tab 1). To calculate your bi-weekly (per pay period) deduction amount, click on the calculator link or, manually, take the annual amount desired and divide it by 27. Uneven pennies should be rounded up to the next penny. Please note, the maximum amount allowed for the Dependent Care Assistance Account is $5,000 annually ($185.19 per paycheck). The maximum amount allowed for the Health Flexible Spending Account is $3,050 annually ($112.97 per paycheck).

4. The next step is to confirm that your FSA enrollment elections are correct, by clicking on **"SUBMIT ALL OF MY ELECTIONS FOR APPROVAL,"** located on tab 2 **"Review and Submit Elections."**

5. The final step is to provide your electronic signature for the **"Authorization and Agreement"** by clicking **"OK."** When the information box appears confirming your elections have been successfully submitted, you have completed the FSA enrollment process.