

# **I. Employee Self Service (ESS) Portal**





# TEXAS ASSOCIATION of COUNTIES HEALTH AND EMPLOYEE BENEFITS POOL

## EMPLOYEE SELF-SERVICE (ESS): YOUR ONLINE BENEFITS PORTAL

Accessing your current health benefits and wellness program resources online should be easy. That's why we created the **Employee Self-Service (ESS) portal for county and district employees**. ESS is a single website with all the links you need. Just one password here gets you access to Blue Cross and Blue Shield of Texas (BCBSTX), Navitus (prescription drugs), Healthy County (wellness program), and more!

## WHERE CAN I ACCESS THE ESS PORTAL?

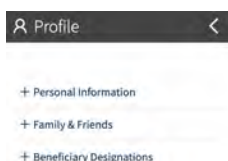
Go to: **[mybenefits.county.org](https://mybenefits.county.org)**

Save or bookmark this web address as a favorite, so you can easily reference your benefits and resources with one simple click!

## ESS FEATURES:

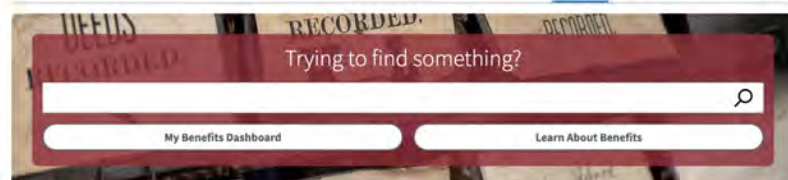
On the ESS portal, employees can access:

- Current Benefit Coverages:  
Medical, Prescription, Dental\*,  
Vision\*, and Life\* Benefits
- Healthy County Wellness Program  
Resources
- Confirmation Statements
- Resources Guides
- Benefit Booklets
- Direct access to BCBSTX, Navitus, and  
the Healthy County WebMD ONE portal
- Health Benefits Resource Library & FAQs
- TCDRS
- Employee Assistance Program\*
- And so much more!



Welcome, [Sign Out](#)

[Home](#) [Benefits](#) [Resource Library](#)



### My 2024 Coverage



\*Only applicable  
if your group  
offers these  
benefits through  
TAC HEBP.



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## ESS LOGIN: CREATE AN ESS ACCOUNT AND LOG INTO ESS

Effective 4/1/24 ESS has been upgraded! All users will need to create an ESS account following the instructions below:

Go to **mybenefits.county.org** and enter your UID or your Tax Id Number/SSN.

**Note: Your UID can be found on your BCBSTX insurance card in the Identification Number section. Include numbers only. Leave off the leading letters:**

1. Enter your **Birth Date**.
2. Click **Find My Account**.
3. Click **First time user?** Create an account.
4. Tell Us **About Yourself** Questions (Two Options):
  - a. Option 1: If you know your UID number:
    - i. Do you know your UID number: Select Yes.
    - ii. Enter your UID.
  - b. Option 2: If you do not know your UID number:
    - i. Do you know your UID number: Select No
    - ii. Do you know your Social Security Number: Select Yes
    - iii. Enter your Social Security Number
5. Click **Next**.
6. Enter the **Last 4 Digits** of Your **SSN**, your **Home Zip Code**, your **Birth Date** (in this format mm/dd/yyyy).
7. Click **Next**.
8. Email: Enter your **Email Address**  
*Note: Your email address will become your ESS username. If you do not have an email, you can set up a free email account at Gmail, Yahoo, or Outlook.*
9. **Confirm Email:** Re-enter your email address.
10. Click **Next**.
11. A **verification code** will be sent to the email address you entered on the previous screen.  
*The email will be sent from Willis Towers Watson.*
12. **Enter Code:** Enter the Verification Code.
13. Enter your **phone Number**.
14. Click **Send Code or Call Me**.
  - a. **Send Code** will send a **text message** to your phone for you to enter the verification code.
  - b. **Call Me** will **call your phone** where an automated message will have you hit # on your phone keypad to verify.
15. Create a **Password**:
  - a. Your password must be at least 8 characters long and contain at least 3 of the following items:  
Uppercase letters      Numbers  
Lowercase letters      Symbols
  - b. **New Password:** Enter your password.
  - c. **Confirm New Password:** Re-enter password.
16. Click **Submit**.
17. On the **Online Authorization** page, scroll to the bottom of the page, and click Accept.
18. **You're done!** You are now in your ESS portal!

BlueCross BlueShield Health & Employee Benefits Pool

Subscriber Name: \_\_\_\_\_

Identification Number: ZGP903000000

Group Number: \_\_\_\_\_

Coverage Date: \_\_\_\_\_

Office Visit  
Specialist Copay  
Emergency Room  
MDLive Copay

BCA SINGLE

RxBIN: \_\_\_\_\_ RxGRP: \_\_\_\_\_

RxPCN: \_\_\_\_\_

TEXAS ASSOCIATION of COUNTIES  
HEALTH AND EMPLOYEE BENEFITS POOL

Sign In

Welcome to Texas Association of Counties employee enrollment system, your online resource for benefit programs at Texas Association of Counties. Please use your UID or Tax Id Number/Social Security Number and Birth Date to find your account.

UID

Tax Id Number/SSN

Birth Date

Find My Account

Sign In

Welcome to Texas Association of Counties employee enrollment system, your online resource for benefit programs at Texas Association of Counties.

Username: \_\_\_\_\_

Forgot Username?

Next

First time user? Create an account

Create Password

New Password

Password must be at least 8 characters long and contain at least 3 of the following:

- uppercase letters
- lowercase letters
- numbers
- symbols

Confirm New Password

Cancel Submit

Enhanced Security

We can email a verification code to \_\_\_\_\_ or confirm your identity using the following phone number on record: \_\_\_\_\_

How would you like to complete this enhanced security step?

Cancel Email Phone

Confirm Your Email

Check your email and enter the verification code that was sent to \_\_\_\_\_

Enter Code

Cancel Resend Code

Sign In

Online Authorization

Decline Accept