Employee Self-Serve
Online Benefit
Enrollment Guide

Newly Eligible Enrollment and Open Enrollment How-To Guide
ESS is the MCC Benefit Portal for all benefit eligible employees.

Through ESS you may:

- Enroll in benefits when initially benefit eligible.
- Enroll in benefits during Open Enrollment.
- View current benefit elections.
- View designated beneficiaries for pension benefits and life insurance(s).
- Review your Lay Employees’ Retirement Plan benefits.
- Link to benefit plan information and carriers.

Access ESS by going to:

www.micatholic.org/OpenEnrollment,
www.micatholic.org/benefits, or
https://mcc.hroffice.com/ESS/mc/Security
ESS Registration & Login

New Users Enter:
1. Last 4 of SSN
2. Last Name
3. Date of Birth
4. Create Password

Returning Users:
• Enter Username and Password
Home Page for Newly Eligible employees and Open Enrollment:

Access to:
1. Your Profile
2. Your Benefits
3. Your Retirement
4. Newly Eligible or Open Enrollment link:
   ✓ Complete your enrollment
   ✓ Add/Update Beneficiaries
   ✓ Upload any supporting documentation
Review Your Profile

Review:

- Your Basic Information
- Your Designated Beneficiary Information
- Your Dependents
- Your Email Address(es)

- Inform Bookkeeper of any address, date of birth, or name corrections.
- Call MCC for incorrect dependent information.
To View, Add or Update Your Email:

To view and update email(s) and on record, click the Email tab
- If there’s no email on record, Add New Email. Enter Email Information Click Save
- Be sure to select an email address as “Primary”
Review your current benefit elections.

- Which plans are you enrolled in?
- Which family members are covered under each plan?
When Ready, Complete Your Enrollment

For Newly Eligible or Open Enrollment:

⭐️ **Click Here to Begin:**

1. Complete your enrollment
2. Add/Update Beneficiaries
3. Upload any supporting documentation, as needed
Step 1: Verify Personal Information

1. Verify all information on screen.
   - Contact employer to update any basic or address information, if needed.
   - Review the primary email listed
     - If blank, please return to Your Profile and update.
2. When all looks good, click Continue.
Step 2: Dependent Information:
To cover dependents, they must be listed here.

- Legal Name
- Date of Birth
- Social Security Number

- Supporting Documentation
  - LDA Certification Form
  - Birth Certificate
  - Legal Adoption or Guardianship Documents
To Add a Dependent:

1. Click on Add New Dependent
2. Enter Dependent Information
3. Click OK to Save and Continue
To Upload Required Documentation:

1. Click on **Required Document**
2. Select **Browse** to locate document from your computer files
3. Once document appears in window, click **Upload**
Dependent Successfully Added!

Once all dependents are listed here, click **Continue**.
Step 3: Elect a Plan for Each Benefit

**Reminder:**
2024 Healthcare or Dependent Care Flexible Spending Account participants must re-enroll during OE24.

1. Review each benefit plan offered.
2. Change or select 2024 benefit elections, including Flexible Spending Account contributions.
3. Hit **Continue** to go to next benefit plan section.
Step 4: Review Benefits Elected, Acknowledge, then SAVE

1. Once you have reviewed and elected benefit options for the coming year, you have a final opportunity to review your elections.
   - You can still Make Changes from this page

2. Complete the acknowledgement statement by marking the check-box after reading.
   - If you do not read and mark complete you will be unable to save your elections.

3. When you are satisfied with your elections, you must click Save for benefit elections to record.
   - If you do not Save on this page, your benefits selections will not record.
Step 5: Confirmation

- Print this Screen for confirmation of enrollment
- To enroll in the Unum Voluntary Worksite Benefits, click here or call 877.545.3001.
Unum Voluntary Worksite Benefit Enrollment

- Learn more about each benefit by clicking Learn about your benefits
- Available Options:
  - Individual Whole Life with Long-Term Care Rider
  - Accident
  - Hospital
  - Critical Illness
Remember:
Submit all required dependent verification documents to MCC via Fax or Mail within 7 days.

Fax to:
Employee Benefits Team
517.316.3690

Mail to:
Michigan Catholic Conference
Employee Benefits Team
510 South Capitol Avenue
Lansing, MI 48933
*Please allow extra time for USPS delays
Employee Self-Serve:
- To reset your Password: Call MCC’s Benefits Team
- To retrieve your User ID: Call MCC’s IT Team

Benefits Team:
- 800.395.5565
- benefits@micatholic.org

Open Enrollment Hub:
- www.micatholic.org/OpenEnrollment