Open Enrollment – Employee Self Service Instructions

Must be completed by November 13, 2026

Welcome to Open Enrollment!

The City will be having an active Open Enrollment period. This means that benefits will not automatically carryover from 2026. Employees must make their 2027 benefit elections online via the Employee Self Service (ESS) portal by Friday, November 13, 2026.

Health Insurance

At time of Open Enrollment, employees will only see the option for the Platinum Tier. Please note, that employees **not** eligible for the Platinum Tier based on the results of their 2026 Health Appraisal will be automatically adjusted into the appropriate tier (i.e. Gold or Silver) by the HR Department. Your 2027 tier placement will be available in your wellness portal by late November.

Full-time employees have the option to choose Employee Only, Employee + Spouse, Employee + Child(ren), or Family coverage for the health plan or to waive health coverage.

Part-time employees have the option to choose Employee Only coverage for the health plan or to waive health coverage.

Dental Insurance

Employees have the option to enroll in either the Care Plus or Humana plan and may choose Employee Only, Employee + Spouse, Employee + Child(ren) or Family coverage or to waive dental coverage.

Vision Insurance

Employees have the option to choose Employee Only, Employee + Spouse, Employee + Child(ren), or Family coverage for the vision plan or to waive vision coverage.

Flexible Spending Accounts (FSA's)

Employees have the option to enroll in a Health Care Flexible Spending Account (HCFSA) or a Dependent Care Flexible Spending Account (DCFSA) or to waive coverage.

If enrolling in this benefit, you will be prompted to enter your **Bi-Weekly FSA Contribution**. To calculate your bi-weekly contribution take your annual contribution and divide by 26.

Please be sure to be mindful of the 2027 FSA limits:

- Health Care Flexible Spending Account - $3,400 annual limit ($130.77 bi-weekly)
- Dependent Care Flexible Spending Account - $5,000 annual limit ($192.31 bi-weekly) for individuals or married couples filing jointly or $2,500 annual limit ($96.16 bi-weekly) if married and filing separately

2027 Employee Benefits Guide

For more information on our 2027 benefits, please refer to the 2027 Employee Benefits Guide, which can be access on Wauwatosa Invests: www.wauwatosainvests.com

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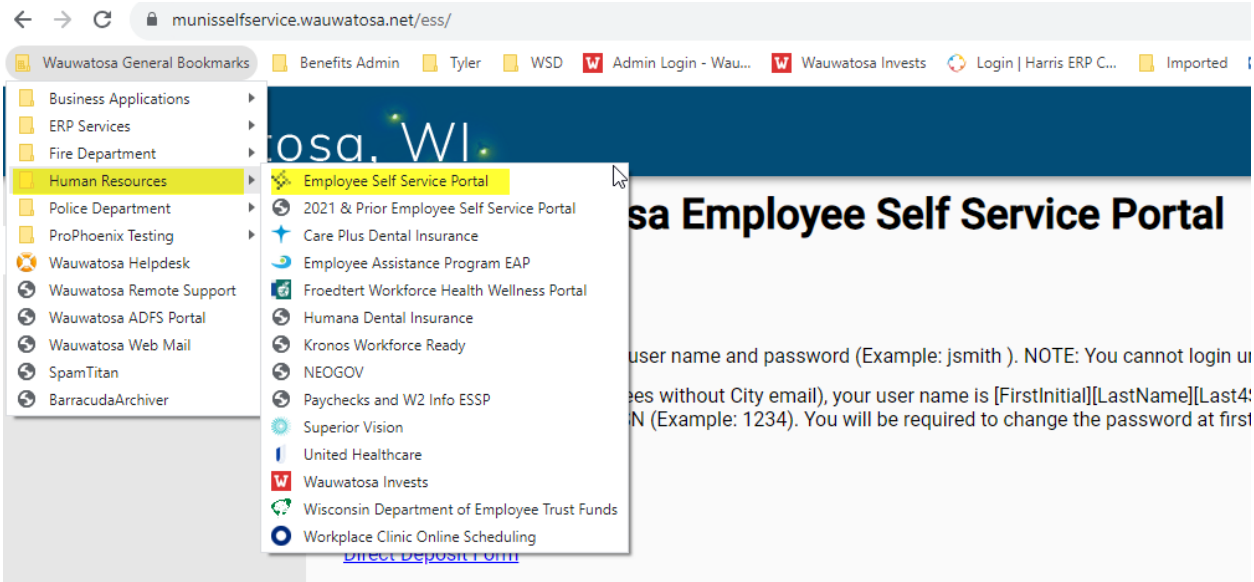
Use the instructions below to help guide you through the Open Enrollment process.

Step 1 - Login to ESS

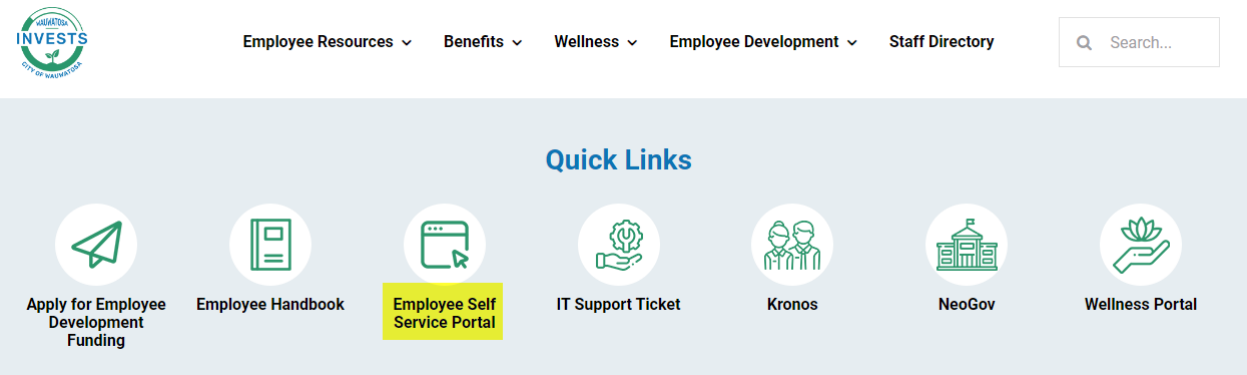
Navigate to the City of Wauwatosa Employee Self Service (ESS) portal which can be accessed using the following link: https://munisselfservice.wauwatosa.net/ess/

The ESS portal can also be accessed using the Wauwatosa General Bookmarks in Chrome, from Wauwatosa Invests or the ESS Mobile Service QR code as shown below.

Chrome Bookmark



Wauwatosa Invests – Quick Links

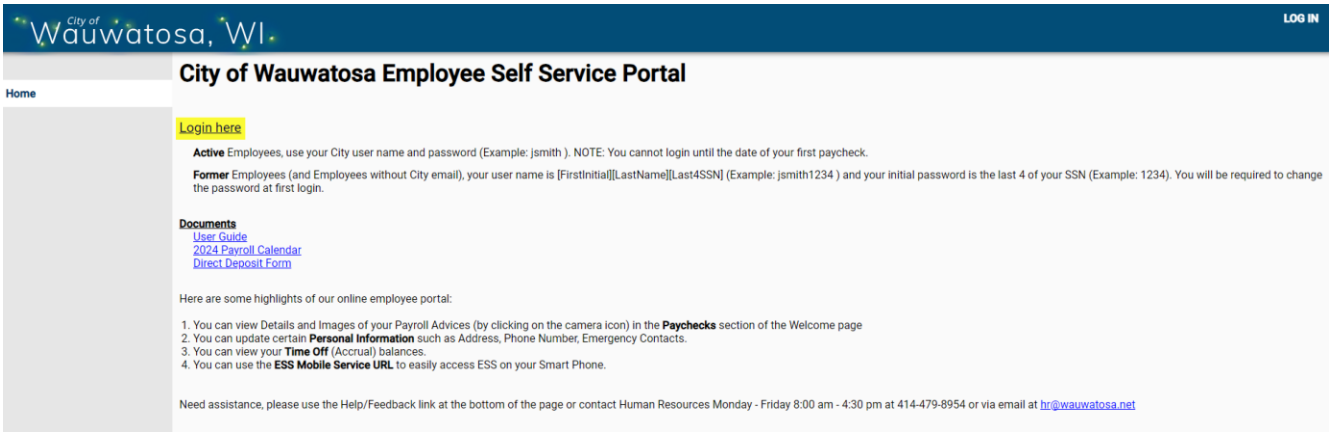


ESS Mobile Service QR Code

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Once you have reached The City of Wauwatosa Employee Self Service portal click the **Login Here** link.



Enter your City of Wauwatosa single sign-on login credentials and click **LOG IN**.

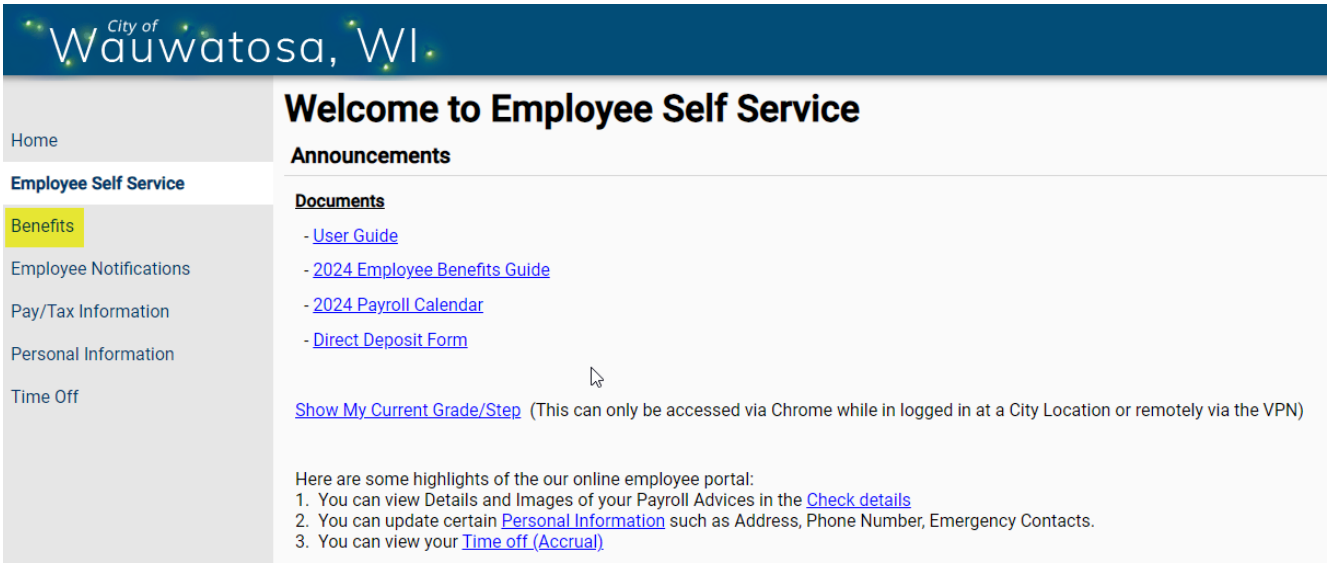


Step 2 – Navigate to Benefits

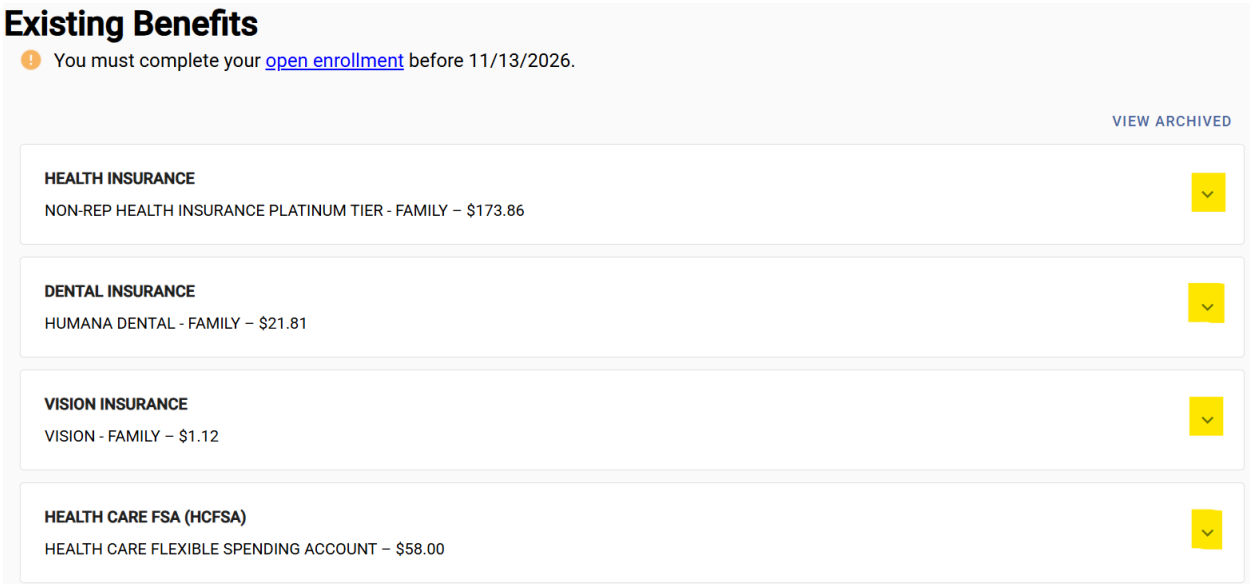
Click on the **Benefits** link on the left side menu.

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Your current benefit elections will be displayed. You can view more information on each benefit by clicking on the ˅.

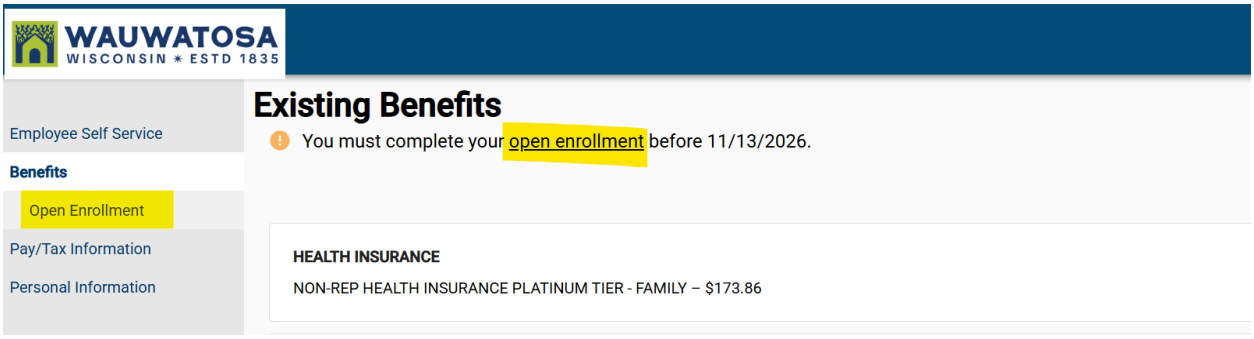


Step 3 - Begin Open Enrollment

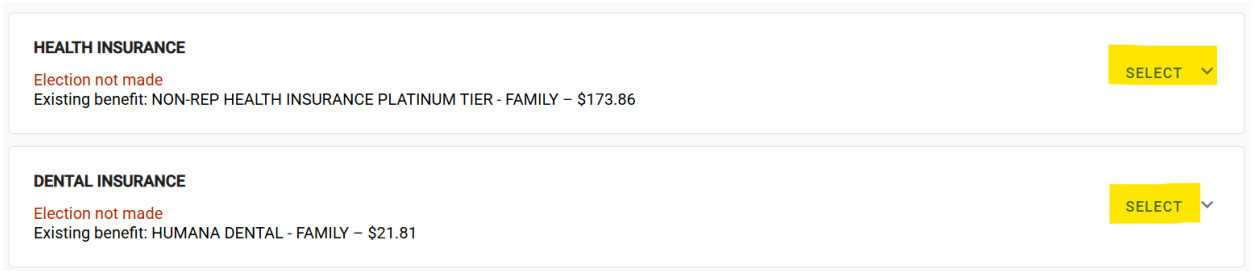
Click on the **Open Enrollment** link in either the left side menu or the top of the page.

Open Enrollment – Employee Self Service Instructions

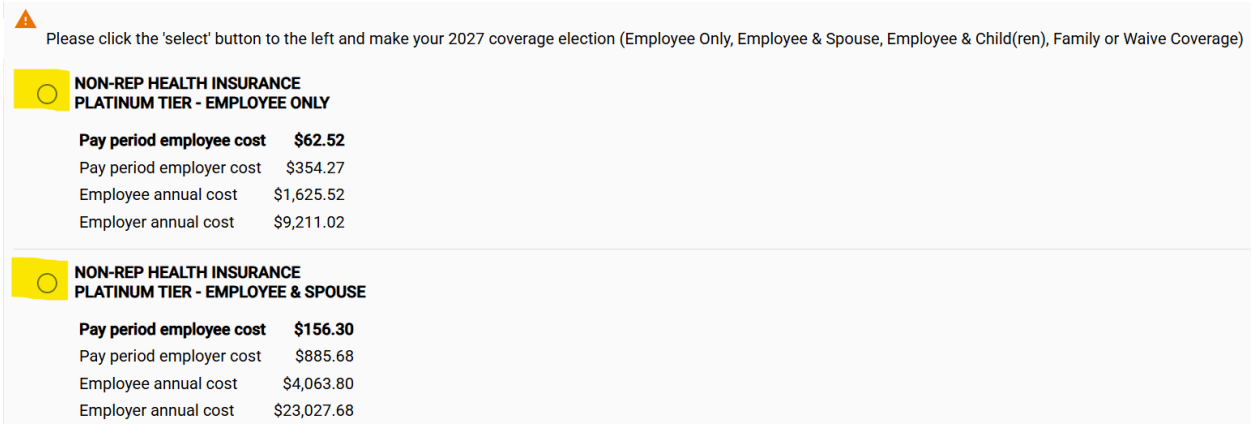
Must be completed by November 13, 2026



Your 2027 benefit options will be displayed. To begin, click on **Select** next to the first benefit option.

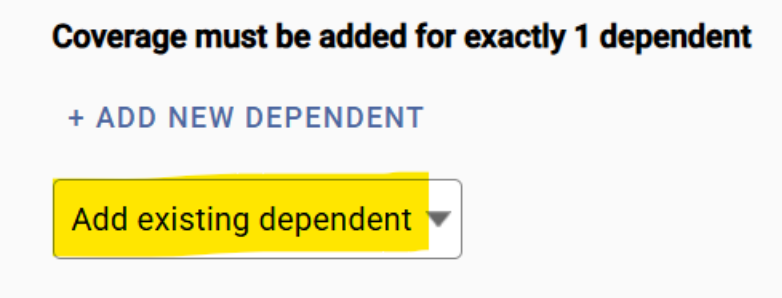


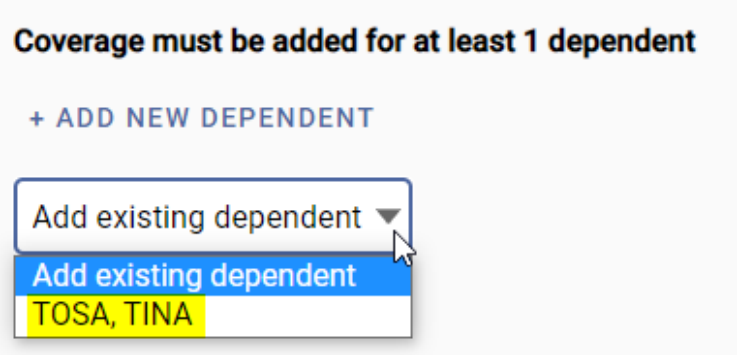
Click on the ◯ to make your 2027 selection.



If **EMPLOYEE + SPOUSE**, **EMPLOYEE + CHILD(REN)** or **FAMILY** coverage is selected, you will be prompted to add your covered dependent(s) to the plan.

If your dependent has been enrolled in coverage previously, you will be able to add them by clicking **Add Existing Dependent** and choosing the applicable dependent from the listing of available dependents.





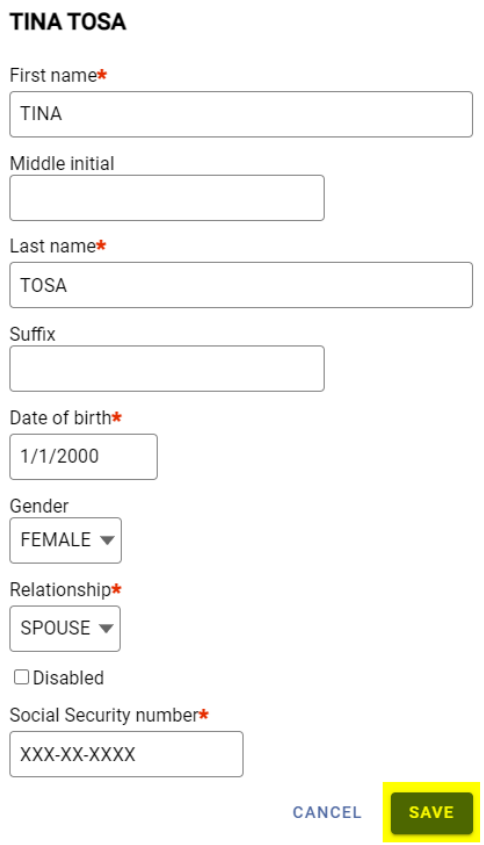
You will be prompted to confirm that the information on file for your dependent is correct. If you have any updates, enter them in the appropriate field.

NOTE: For additional security, Social Security Numbers have been masked (denoted by an XXX-XX-XXXX) in the Employee Self Service Portal. If you would like to confirm the SSN on file for your dependent(s), please contact the Human Resources Department at 414-479-8954 or via HR@wauwatosa.gov for assistance. **If you do not need to make a change to a SSN, you can leave the SSN as listed (XXX-XX-XXXX) in the dependent pop up box.**

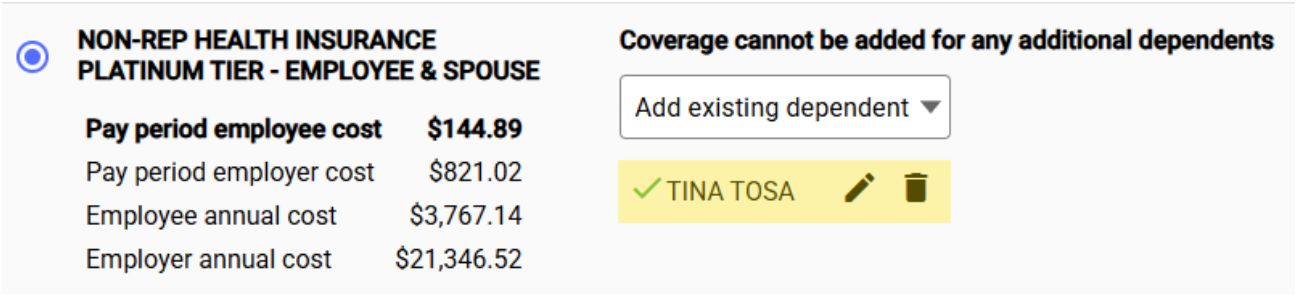
If everything looks correct, click on **SAVE**. Repeat this step as necessary to add additional dependents to your coverage.

Open Enrollment – Employee Self Service Instructions

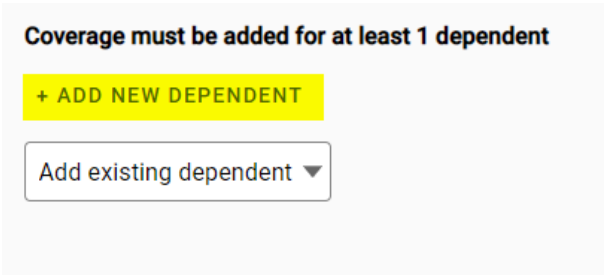
Must be completed by November 13, 2026



You will see your added dependent(s) listed to the left of your benefit election.



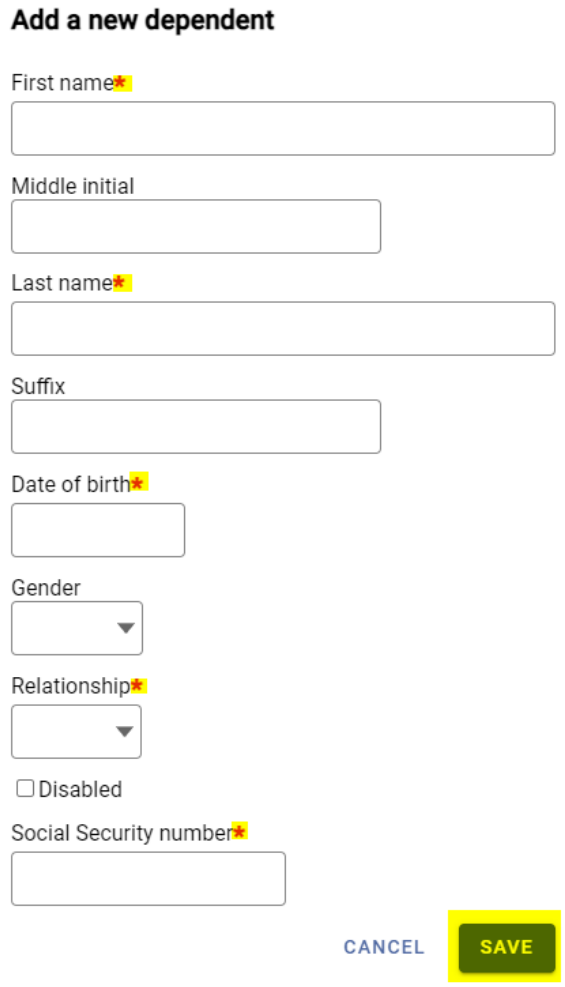
If you are adding *new* dependent (a dependent not on your plan previously), click on **Add New Dependent**.



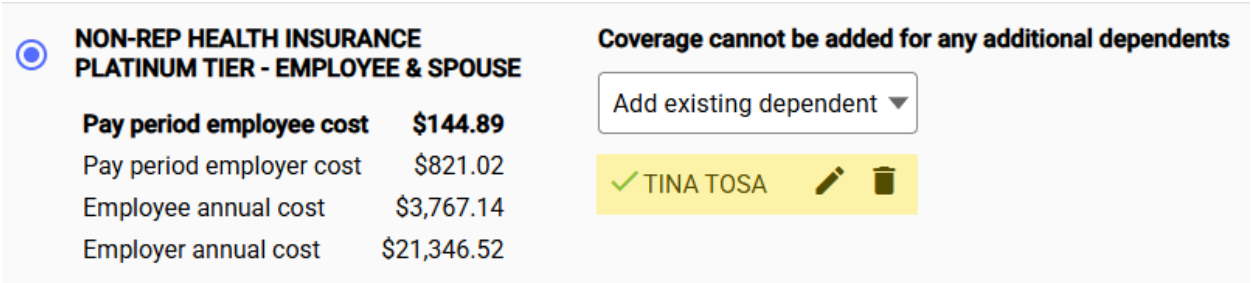
Open Enrollment – Employee Self Service Instructions

Must be completed by November 13, 2026

Complete all required information (denoted with an *) and click **SAVE** when finished. Repeat this step as necessary to add additional dependents to your coverage.



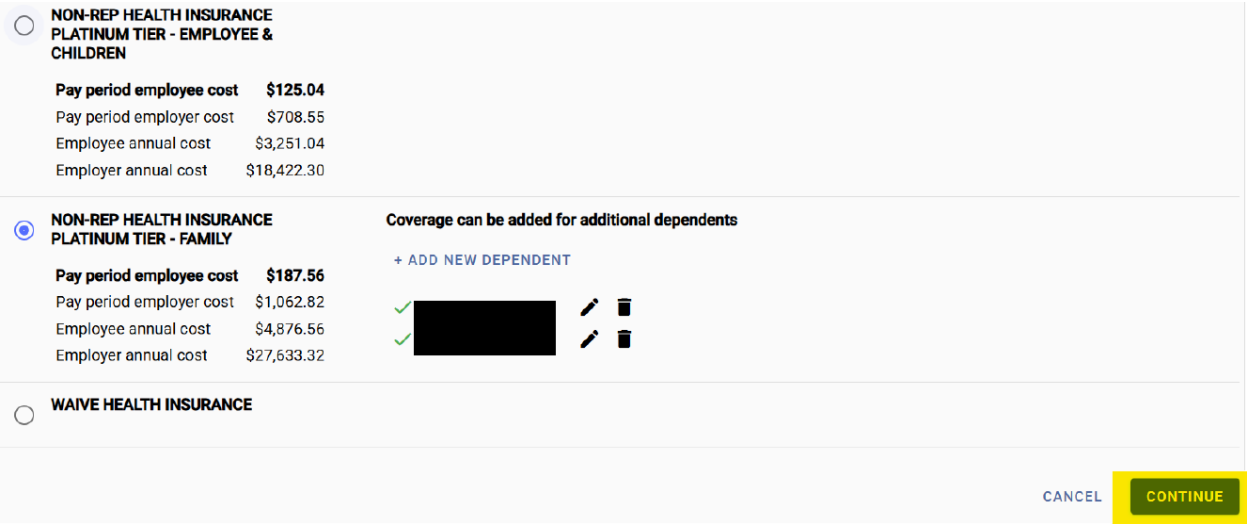
You will see your added dependent(s) listed to the left of your benefit election.



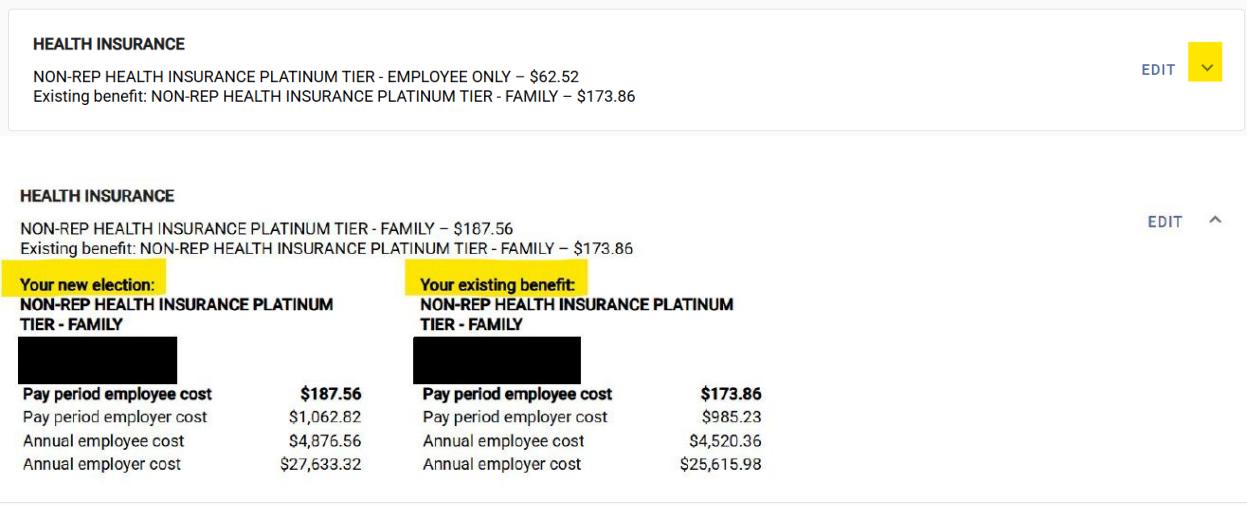
Open Enrollment – Employee Self Service Instructions

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Once you have made your benefit selection (Example: Employee Only, Employee + Spouse, Employee + Child(ren), Family or Waive) and have added any applicable dependents to your benefit selection, click **CONTINUE**.



You will now see that the Election not made text has been removed from that benefit. If you click the ˅ next to your benefit election, you will see information on your 2027 election and your current 2026 election.



Repeat Step 3 for each available benefit option (i.e. Health, Dental, Vision, etc.). **You must make an election for every benefit available to you before you can proceed to the next step.**

- **If enrolling in a Flexible Spending Account – see additional instructions on page 11.**
- **Represented Fire Employees – see additional instructions for life insurance and dependent life insurance elections starting on page 11.**

The estimated per pay period costs for your 2027 benefit elections will listed at the bottom of the screen. You can click on the **paycheck simulator** option to see how your elected changes will affect your net pay.

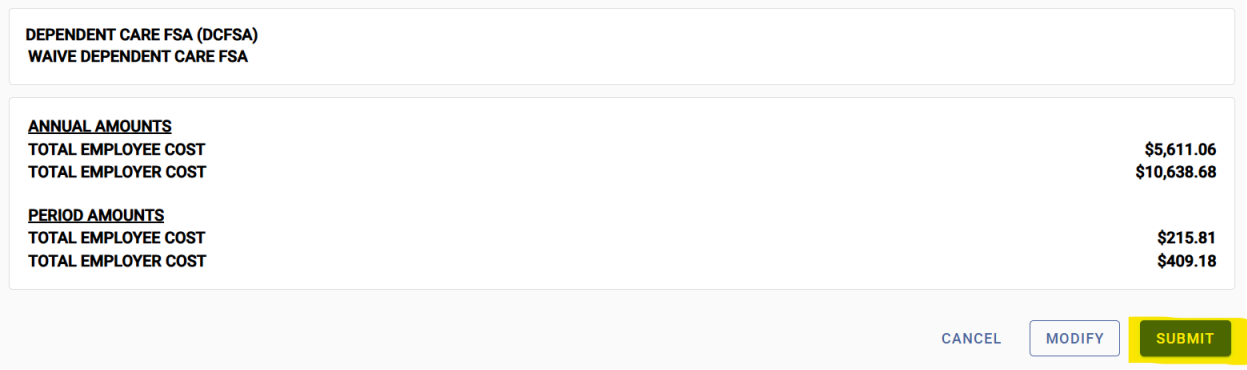


Once you have made an election for every benefit available to you, click **CONTINUE**.

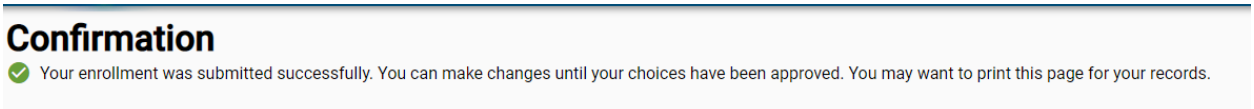


Step 4 – Submit Your Open Enrollment Elections

Review your Open Enrollment sections carefully. **Confirm that each election is correct and that your dependents are listed correctly for each benefit (if applicable).** If you need to make any corrections, click **MODIFY**. If you are satisfied with your selections, click **SUBMIT.**



You will be directed to a confirmation page. At this point your enrollment information has been successfully submitted. You may want to print a page for your records. A confirmation email will also be sent to your City email address.



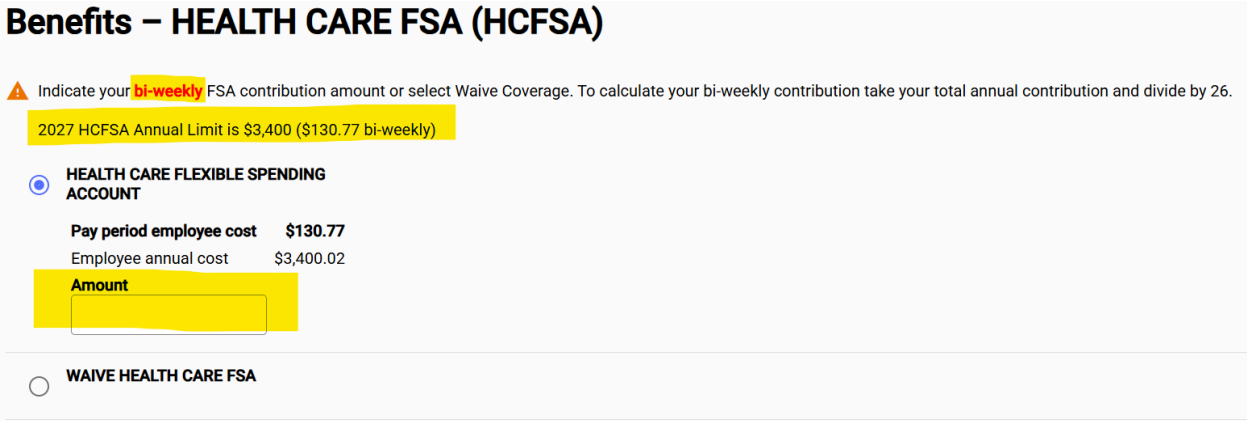
Optional Steps

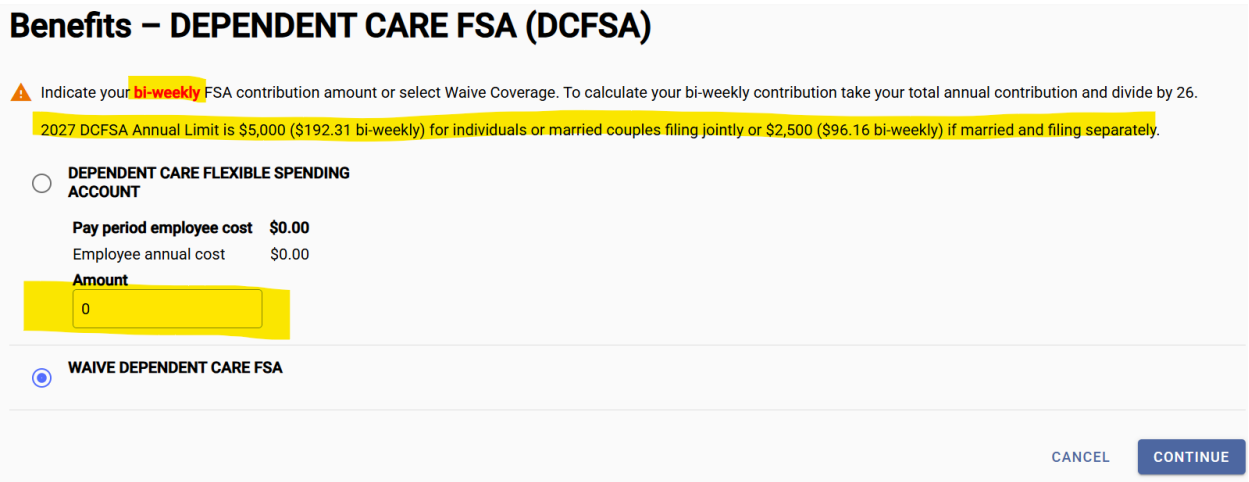
Enroll in a Flexible Spending Account

If enrolling in this benefit, you will be prompted to enter your **Bi-Weekly FSA Contribution**. To calculate your bi-weekly contribution take your annual contribution and divide by 26.

Please be sure to be mindful of the 2027 FSA limits:

- Health Care Flexible Spending Account - $3,300 annual limit ($130.77 bi-weekly)
- Dependent Care Flexible Spending Account - $5,000 annual limit ($192.31 bi-weekly) for individuals or married couples filing jointly or $2,500 annual limit ($96.16 bi-weekly) if married and filing separately





Enroll in Life Insurance & Dependent Life Insurance – Fire Represented Employees Only

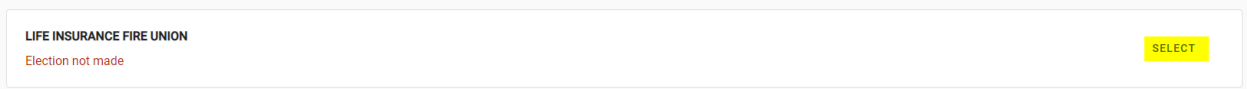
Represented Fire employees have the option to enroll in a life insurance benefit of either 1x or 1.2x their annual base salary. This is an employer paid benefit.

Step 1 - Select your 2027 Life Insurance Benefit

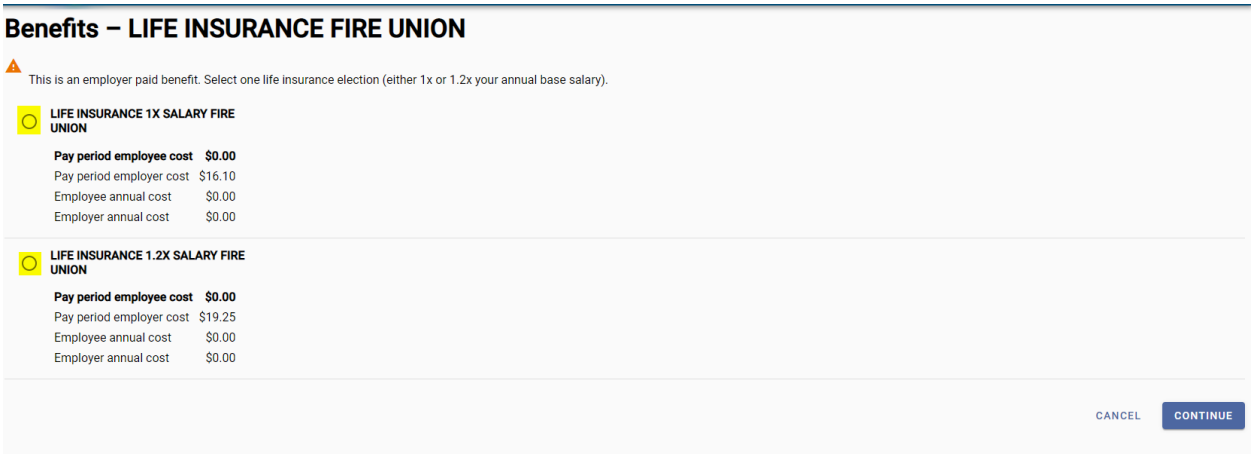
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Navigate to the Life Insurance Fire Union benefit and click **SELECT**.



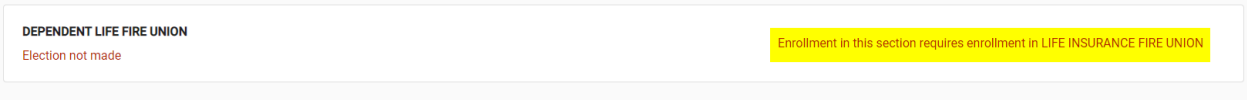
Click on the ◯ to make your 2027 selection, then click **CONTINUE**.



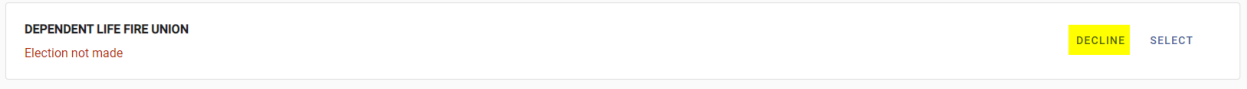
Step 2 – Select your Dependent Life Benefit

Represented Fire employees enrolled in the 1x salary life insurance benefit are eligible to enroll in the Dependent Life benefit. Represented Fire employees enrolled in the 1.2x salary life insurance benefit are not eligible for the Dependent Life benefit, but will need to 'decline' the benefit offering in order to finalize their 2027 benefits.

You will not be able to make your Dependent Life election until you complete Step 1 above (selecting your life insurance benefit). You will see this error message if you have not yet made your life insurance election.



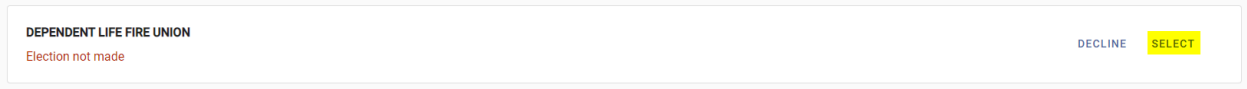
To decline Dependent Life coverage, click **DECLINE.**



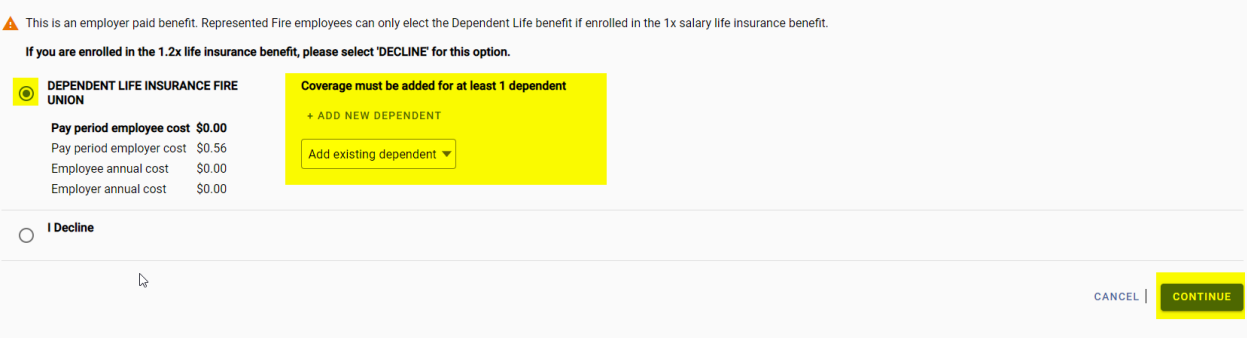
To enroll in Dependent Life coverage, click **SELECT**.

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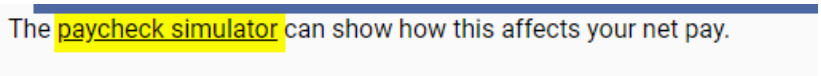
Click on the ◯ to make your 2027 selection. If enrolling in Dependent Life coverage you will be prompted to list your covered dependent(s). You may do so by clicking on either the **Add New Dependent** or **Add Existing Dependent** option and repeating as necessary until all covered dependents are added. Once completed, click **CONTINUE**.



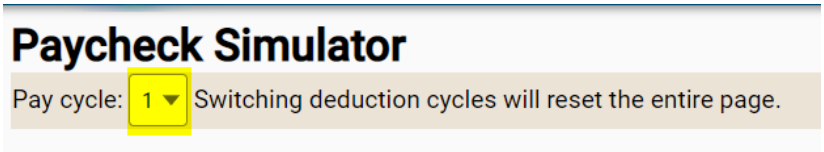
Use the Paycheck Simulator

The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records.

To simulate changes to your paycheck while in the Open Enrollment module, click on the paycheck simulator link at the bottom of the screen to begin.



Select the Pay Cycle for which you are simulating a change (1, 2 or 3).



Your open enrollment elections will be shown at the bottom of the screen. Click CALCULTE to see simulated changes.

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Select **RETURN** to navigate back to the Paycheck Simulator main page.