Qualifying Life Event (QLE)

Removing Dependents with/without Benefit Changes

COOK COUNTY BENEFITS CONNECT

Step 1: Complete your enrollment in Employee Self-Service within 31 days of the QLE

To access ESS from within the County's network, click on the Oracle EBS icon on your desktop or use https://ccgprod.ccounty.com, then click on the applicable button.

You may also log in to ESS from home at: https://ccgprod.cookcountyil.gov

If you need assistance with logging into ESS, contact your agency's Technology Desk.

Step 2: Removing Dependents

- Click on the Personal Information link
- Scroll down to the bottom of the page to the Dependent section and click the **Remove** button
- Input the new Relationship End Date
  NOTE: The Relationship End Date should be the date that benefits will terminate.
- Update the End Relationship Reason
- Click the Next Button
- Review the dependent information. If no changes are needed, click the Submit button. If corrections are needed, click the back button
- Click the Submit button
- Click the Return to Overview button
- Click the Back button – you will be

Step 3: Make Benefit Changes

- Click on the Benefits link
- Click the Update Benefits button to update your benefits.
- You will be taken to the Update Benefits: Update Enrollments screen
- Select your medical, dental, vision and/or flexible spending plans.
- Click the Next button
- Make the necessary election changes for medical, dental, vision plans and/or flexible spending plans.
- Click the Next button

Step 4: Attach Documents

- No attachments needed for this QLE
- Click the Next button

Step 5: Finish Enrollment

- You are now at the Confirmation Statement page where you can review your changes and print a copy of your Confirmation Statement
- **PRINT YOUR CONFIRMATION STATEMENT BEFORE YOU HIT THE FINISH BUTTON**
- Click on the Finish button and you will be taken back to the Benefits Enrollments screen
- Click the Back button – you will be taken back to the main EBS screen

Step 6: Review ESS

- Within 31 days of the effective date log into ESS to review confirm that your remaining dependents and plans are correct.
- If applicable, you should receive new ID cards from Insurance vendors within 7-10 business days.

Cook County Department of Risk Management Employee Benefits Division

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