

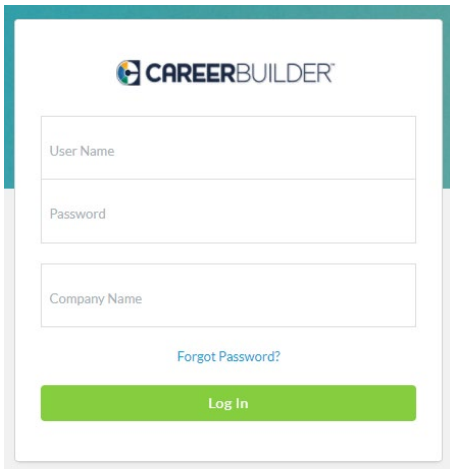
Employee Self Service for City of Chico

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Workterra is a tool which allows you to directly access and update your employee information via the Internet. Using Workterra employee self service, you can review and/or update your demographic, dependents, and benefit elections.

- You can access Workterra from any computer with an internet connection
- Our secure (https) site uses the latest technology to ensure that the information entered is secure and adheres to industry security standards.

Logging In



1. Launch an Internet browser such as Internet Explorer.
2. Navigate to <https://workterra.net>
3. Enter the information below and click **Login**

User name: [First 4 of Last name, First Letter of First name, last 4 of SSN]
(Example: [John Smith – 5454 – SmiJ5454])

Password: [Employee ID]
(Example: [123456])

Company: City of Chico

Employee Usage Agreement and Legal Agreement

Agreement Acceptance

Instructions

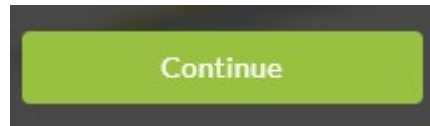
Please click on each of the links below to review and accept the agreements before proceeding through the enrollment tunnel.

Employee Usage Agreement

Legal Agreement

Please read and accept the Employee Usage Agreement and Legal Agreement

Please Read your Welcome Page Information and select **Continue**

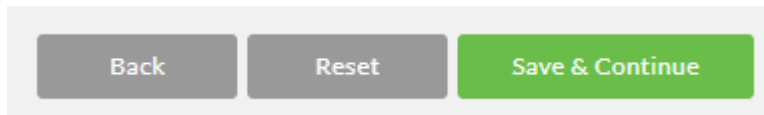


Change Password

Please provide your security questions and answers as well as update your password. When finished select **Save & Continue**.

Please note your password must be:

- Password must be a minimum of 8 characters.
- Password must contain at least one numeric digit.
- Password must contain at least one special character.
- Password must contain at least one UPPERCASE letter.



Demographics & Dependents

You will have an opportunity to review, add, or update your spouse, domestic partner or child information, as well as, your emergency contact information on the next few pages.

Please note: Grayed out fields are considered “review only” fields. Please contact your HR administrator if any changes are needed to these fields.

Please ensure that all dependents that you would like to cover across any benefit (Medical, Dental, Spouse Life, Child Life, etc...) are entered within these pages.

To add a spouse or child, click Add. The Add Spouse/ Add Child screen will open for you to enter their demographic information (required data is marked with a red indicator).



Click Save & Continue. If you have multiple children, select “Add Another Child” adding them one at a time and click “Save & Continue” once all are added.

[If you do not have a spouse, domestic partner or child, click Continue to proceed to the next page.](#)

For **Disabled Children**, please ensure that you classify the child as a “Disabled Child” in the Child relationship box as well as enter a “yes” in the Disabled child field.

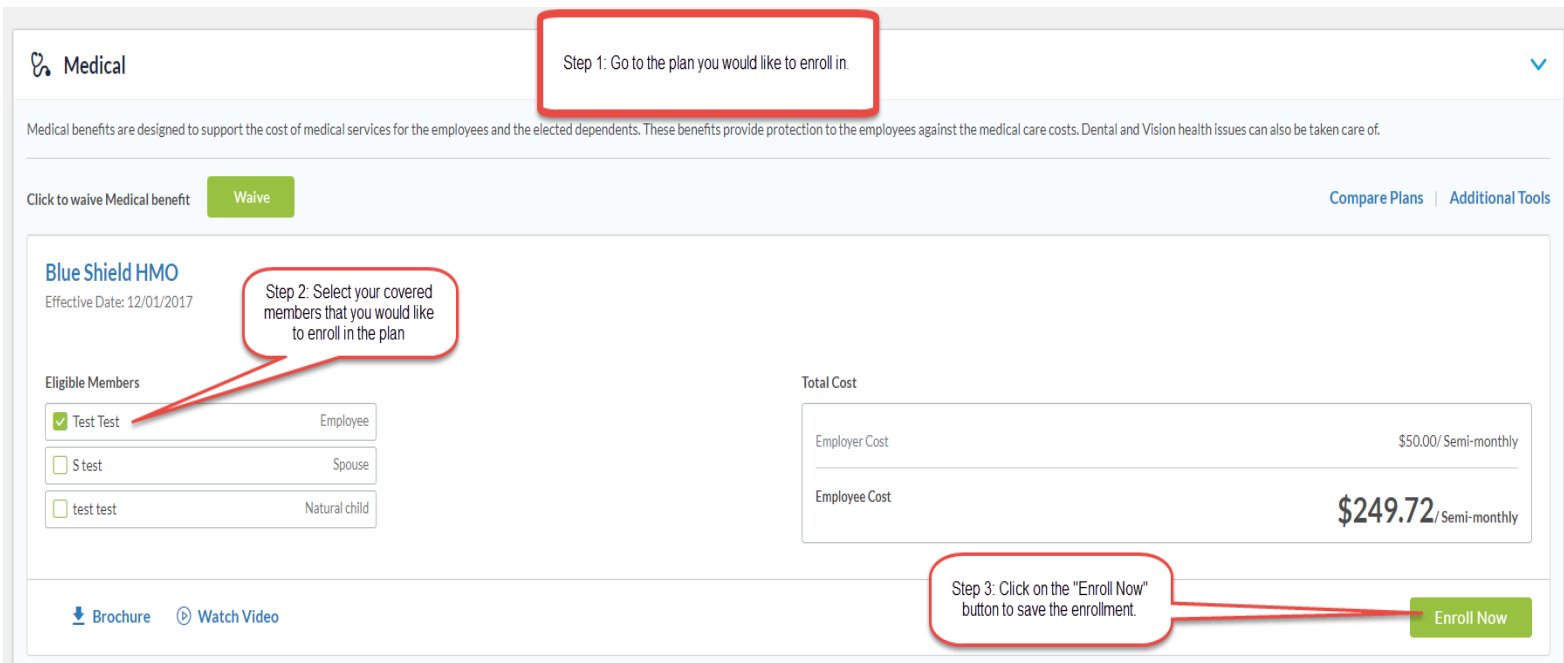


Follow the steps below to enroll in your benefit plans.

If you do not wish to enroll and would prefer to decline the benefit, select "Waive this benefit".

Please note that the following are available for additional information to assist you in choosing your benefits.

- Compare Plan – Click the Compare Plan box under each plan to open up a side by side comparison of the plans offered to you
- Additional Tools
 - Learn about your Health benefits – This houses links to the plan summaries
 - Paycheck Modeling – Allows you to calculate how much your benefits will cost
 - Forms Library – This houses links to additional benefit information
- Brochure – This link contains plan information



Medical

Step 1: Go to the plan you would like to enroll in.

Medical benefits are designed to support the cost of medical services for the employees and the elected dependents. These benefits provide protection to the employees against the medical care costs. Dental and Vision health issues can also be taken care of.

Click to waive Medical benefit [Waive](#) [Compare Plans](#) | [Additional Tools](#)

Blue Shield HMO
Effective Date: 12/01/2017

Step 2: Select your covered members that you would like to enroll in the plan

Eligible Members

<input checked="" type="checkbox"/> Test Test	Employee
<input type="checkbox"/> S test	Spouse
<input type="checkbox"/> test test	Natural child

Total Cost

Employer Cost	\$50.00/ Semi-monthly
Employee Cost	\$249.72 /Semi-monthly

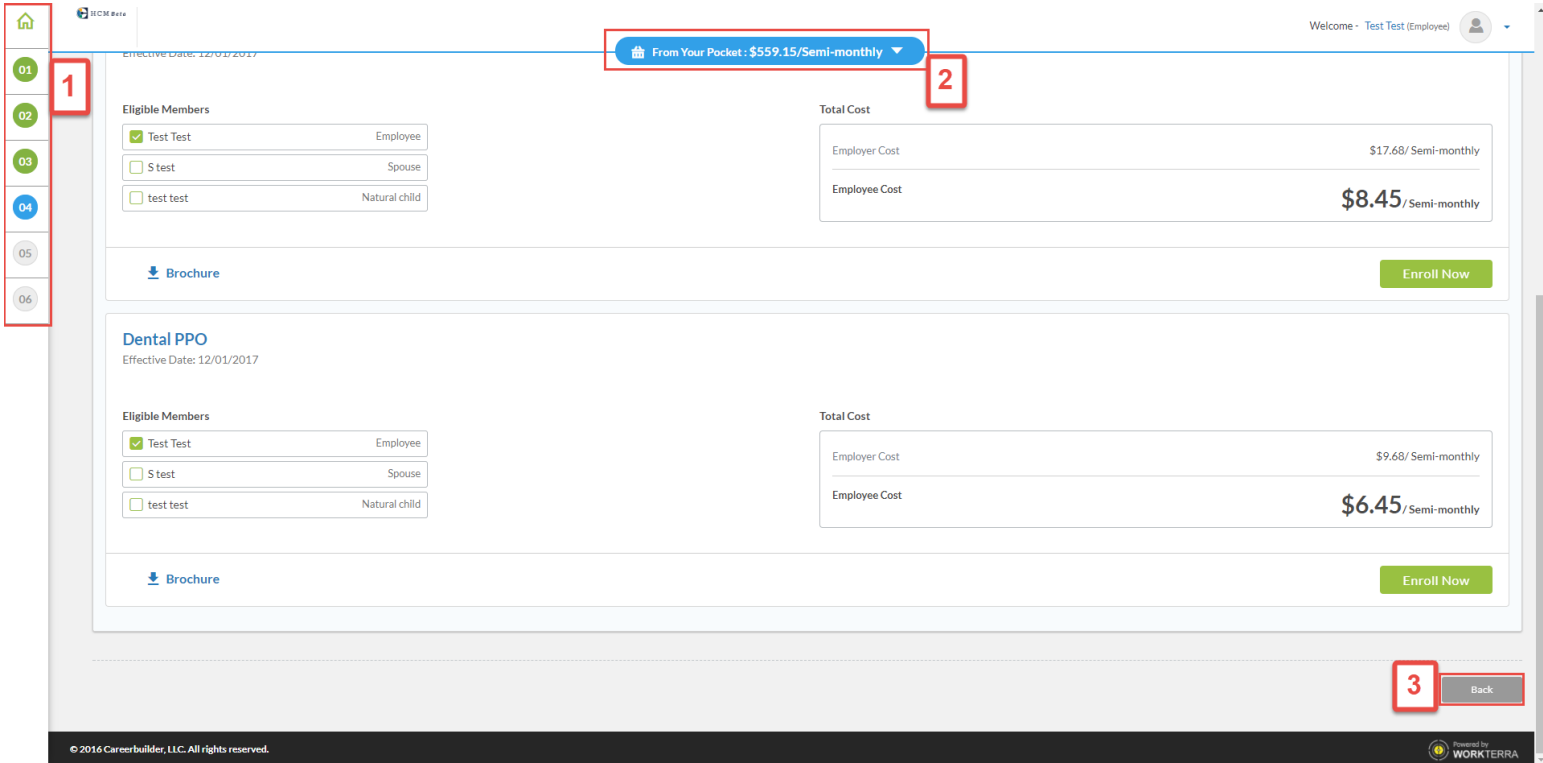
Step 3: Click on the "Enroll Now" button to save the enrollment.

[Brochure](#) [Watch Video](#) [Enroll Now](#)

Please be sure to use only the navigational buttons provided within the tool. **Do not use your browser's back button.**

You can navigate into previous pages using these three options:

1. The slide out menu bar will allow you to move back to any page that you have previously visited
2. To revisit a plan, you may click on the benefit plan listed in the election summary
3. Use the back button provided by the tool




The screenshot displays the Workterra interface with three navigation elements highlighted by red boxes and numbered 1, 2, and 3:

- 1:** A vertical slide-out menu on the left side of the page, containing numbered links (01-06) for navigation.
- 2:** A dropdown menu at the top center of the page, currently showing "From Your Pocket: \$559.15/Semi-monthly".
- 3:** A "Back" button located at the bottom right corner of the page.



The main content area shows two benefit plan cards, each with an "Eligible Members" section and a "Total Cost" section. The top card shows a total cost of \$8.45/Semi-monthly, and the bottom card shows a total cost of \$6.45/Semi-monthly. Both cards include an "Enroll Now" button.

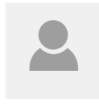
Completing the Enrollment Process

After completing all of your plan elections you will come to the Confirmation Page. Please review all of your elections for accuracy.

Please be sure to keep a copy of the confirmation statement for your records by clicking on the  PDF button to download save & print. After you have clicked on finish, you will be taken to your Employee Home Page. Your enrollment process is now complete.

Confirmation Statement



Test Test

Date of Birth
January 1, 1985 (32 years)





Gender
Male


Social Security Number
XXXXX3123

Address
test

DC ---
USA

Employee Review	EMPLOYEE REVIEW		
Underwriting	Employment Status Full Time	Location B CA	
Payroll	New Field 3	Reason for Status Change ---	
Demographics	Current Job Title ---	Job Description ---	Supervisor False
Dependent Information	Officer Status No	Company Stock Holdings % 0	

PLAN NAME	COVERAGE	EMPLOYER COST	EMPLOYEE COST
 Blue Shield PPO (Pre-tax) Effective 12/01/2017	Test Test (Employee) S test (Spouse)	\$261.06	\$609.15
 Flexible Spending Account (Post-tax) Effective 12/01/2017	Annual Employee Coverage - \$0.00 Annual Employer Coverage - \$0.00	\$0.00	\$0.00
 Basic Life (Post-tax) Effective 12/01/2017	Test Test (Employee)	\$0.00	\$0.00
Primary Beneficiary S test (Spouse)	100%		
 Supp Life (Post-tax) Effective 12/01/2017	Test Test (Employee) Current Coverage \$20,000.00 Elected Coverage \$200,000.00 (EE cost \$19.00)	\$0.00	\$0.30
Primary Beneficiary S test (Spouse)	100%		

 **Finish**

To go directly to a specific section, click on an option you want to review using this panel.

Please note "Elected Coverage" is the coverage that is pending for EOL.
 Current Coverage \$20,000.00
 Elected Coverage \$200,000.00
 (EE cost \$19.00)

Once you have completed reviewing your elections, you can click "Finish" to complete the Enrollment process.