HOW TO ENROLL ON THE SAP ESS PORTAL

Log on to the SAP ESS Portal

1. From a computer connected to the District Intranet, launch your Internet browser.

2. Go to www.lacccd.edu (home page), and click the Faculty & Staff Resources link at the top of the page, then click on the Intranet (District Network Only) link on the lower left-hand side and click on the SAP ESS Portal (NEW) link on the top right side.

3. Enter your User ID. The SAP ESS User ID has been changed to a name-based account that uses the local part of your email address. For example, if your email is Smith@email.lacccd.edu, Smith is the local part of your email address, is your SAP ESS User ID.

4. Enter your portal password:
   a. If you already have an SAP ESS Portal account, your password will be the same as your SAP ESS password.
   b. If you have an SAP ESS Portal account, you can use a temporary password to access the system using this formula:
      - Your 2-digit birth month (e.g., June = 06) +
      - The first letter of your last name +
      - The last 4 digits of your Social Security number.

Note: Because the District SAP ESS system changes passwords by AUTOMATICALLY expiring them every 60 days, you will need to follow the instructions indicated above in #4b.

Start Your Annual Enrollment

Once you’re in the SAP ESS Portal, get started by clicking the Start Your Annual Enrollment button. You will be guided through a series of six steps.

At the end of the enrollment process, active full-time employees will have an opportunity to enroll in an FSA for 2014.

CONTACT INFORMATION

MEDICAL PLANS
CalPERS Health Benefit Program
(888) 225-7377
Monday—Friday, 8:00 a.m.—5:00 p.m.
TTY (916) 795-3240
(for speech and hearing impaired)
www.calpers.ca.gov

DENTAL PLANS
Delta Dental
P.O. Box 997330, Sacramento, CA 95899
(800) 765-6003
www.deltadentalins.com

SafeGuard
P.O. Box 3594, Laguna Hills, CA 92654
(800) 880-1800
www.safeguard.net (plan code: 0150-d)

VISION PLAN
VSP
P.O. Box 997100
Sacramento, CA 95899-7105
(800) 877-7195
www.vsp.com

EMPLOYEE ASSISTANCE PROGRAM (EAP)
Aetna Resources for Living
(800) 342-8111
www.mylifevalues.com
login code: lacccd password: eap

FLEXIBLE SPENDING ACCOUNTS (FSAs)
ADP Benefits Solutions
P.O. Box 34700
Louisville, KY 40232
(800) 964-6165
https://myspendingaccount.shps.com

TERM LIFE AND AD&D INSURANCE
LACCD
770 Wilshire Blvd.
Los Angeles, CA 90017
(888) 428-2980
www.lacccd.edu/Departments/BusinessServices/Benefits/Pages/default.aspx.

OTHER BENEFITS & COBRA INFORMATION
LACCD Health Benefits Unit
770 Wilshire Blvd.
Los Angeles, CA 90017
(888) 428-2980
Monday—Friday, 9:00 a.m.—4:00 p.m.
www.lacccd.edu/Departments/BusinessServices/Benefits/Pages/default.aspx.