

HOW TO ENROLL ONLINE

1 Go to **nashville.gov/hr** and click 2027 Annual Enrollment, then click **Employee Self-Service**.

2 On the **Me** tab, click the **Benefits** tile.

3 From the **Your Benefits** page, you can:

- Scroll down and view your current benefit elections, including who you cover.
 - If you're happy with these elections, you can simply log out and your current coverage will continue in 2027 (except Flexible Spending Accounts, which must be elected every year to continue participation).
- Select **Before You Enroll – Dependents & Beneficiaries** from the Quick actions menu. See #4.
- Click **Enroll Now** to change your benefit elections for 2027. See #5.

4 From the **Before You Enroll** page, you can review your contacts.
Important: Each dependent you wish to cover must be listed in your contacts.

- To add a new contact, click the +. Enter all required details, then click **Submit**. Repeat until you've added all new dependents.
- Click the < next to your initials to return to the welcome page.



You cannot enroll your domestic partner through Employee Self-Service. You must contact Metro Benefits at (615) 862-6700, option 1, or email HRBenefitServices@nashville.gov to complete necessary forms and provide required documentation.

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5 Click **Enroll Now** to select your benefits for 2027.

- Click **Verify the people you'd like to cover**.
- Click **Enroll in benefits that matter to you**. Then click Edit to start the enrollment process.
- Follow the prompts to make coverage changes, including who you cover. **Important:** Be sure to deselect any ineligible dependents now rather than having them removed during Metro's Dependent Eligibility Verification in February 2027. See the flier in your Annual Enrollment packet.
- When you're done, click **Continue**.

Who do you want to cover?

Select All

☐ James Doe (Child)

☐ John Doe (Spouse)

TIPS:

- If you choose Employee + Child(ren) or Employee + Family, you'll be prompted to select the dependents you want to cover.
- For the FSAs, the contribution amount must be entered as an annual amount: \$240-\$3,400 (Health Care) and \$240-\$7,500 (Dependent Care).
- Click the three dots or pencil to change your election.



6 The **Review and Submit** page shows a summary of your elections.

- If you need to make a change, click the pencil.
- If you're happy with these elections, click **Submit**.

TIPS:

- If you opt out of medical and/or dental coverage, you must complete an Opt Out form available from HR and provide proof of other coverage.
- If a life or disability election requires Proof of Good Health, you will see a red **Suspended** label, and this coverage will be listed in your **Pending Actions**. See your Quick Start Guide for details about providing Proof of Good Health by the December 3 deadline.

7 You will be taken back to the **Your Benefits** summary page. If you need to make further changes any time before the close of Annual Enrollment, click **Update Enrollment**.

NEED HELP?

If you need help logging on or viewing screens, call ITS at (615) 862-4357. For all other questions, call Metro Benefits at (615) 862-6700, option 1.