

Adding or Removing Dependents from Dental/Vision Insurance in ESS

Any and all changes to Dental or Vision insurance during the annual Open Enrollment period must be submitted through ESS. If you would like to add or remove dependents from your Dental and/or Vision insurance, please follow these steps:

1. Navigate to the Open Enrollment page in ESS.
2. Select the benefit (Dental/Vision) you would like to amend.
3. Choose your level/type of coverage.
4. Fill in the Dependent information:
 - a. If your dependents' information is on file already from last year's Open Enrollment election through ESS, you will be able to pick and choose which dependent(s) you would like included from the drop down that appears.
 - b. If a given dependent's information is not yet on file in ESS, you will need to key them in.
5. When all covered individuals are listed appropriately, you can proceed and submit your election for 2023. Full instructions (with screenshots) for making Dental and/or Vision enrollment changes via ESS in 2023 can be found in ESS when you click the document icon at the top right corner of the screen, and also [here](#).