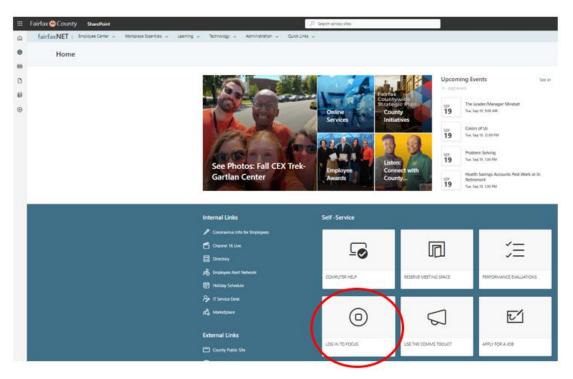
How to Review Benefit Enrollments and Dependent Information

Begin by accessing FOCUS on FairfaxNet



Select Employee Self-Service (ESS)

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Home .									
District - Table									
Welcome to the FOCUS Portal									
FOCUS - the Fairlax County Unified System - is a joint initiative with Fairlax County Government and Fairlax County Public Schools to replace our budget, finance, procurement, and human in	esources								
systems with a single united system.	systems with a single unified system.								
SYSTEM MAINTENANCE.									
SYSTEM MAINTENANCE:									
FOCUS will be unavailable from Friday, September 22, 6:00 p.m. to Sunday, September 24, 11:59 p.m. for scheduled maintenance. ALL FOCUS functionality including Procurement, Finance and Budget, Human Capital Management and Employee/Manager Self-Service will be unavailable.									
FCG Employees FCPS Employees									
FOCUS Support holine - 703-324-4357 FOCUS Support holine - 571-423-3636									
FOCUS Support hotine - 703-324-4357 FOCUS Support hotine - 571-423-3636 FOCUS Website FOCUS Support hotine - 571-423-3636									

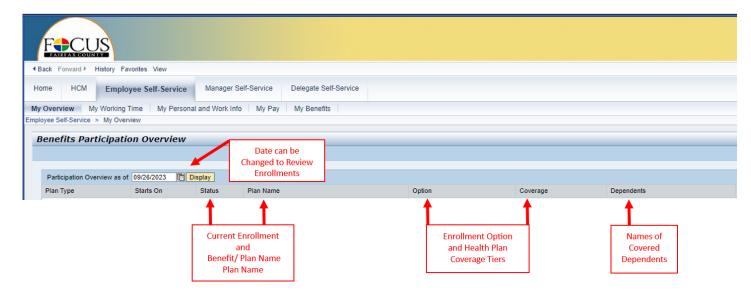
Select My Benefits

FOCUS								
Eack Forward > History Favorites View								
Home HCM Employee Self-Service Manager Self-Service Delegate Self-Service								
My Overview My Working Time My Personal and Work Info My Pay My Benefits								
Employee Self-Service > My Overview								
Employee Self Service								
My Overview Index								
My Working Time My Pay								
Record your working times, plan your leave, and display your time data.								
My Personal and Work Info My Benefits								
Maintain your bank (direct deposit) information, addresses, work contact and location information. Display your assignment and salary data.								

For Benefit Enrollments, Select Participation Overview

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Back Fi	Forward F History Favorites View				
Home	HCM Employee Self-Service Manager Self-Service Delegate Self-Service				
My Overv	rview My Working Time My Personal and Work Info My Pay My Benefits				
Employ	oyee Self-Service > My Overview				
Employee Self Service Function Family Member/Dependents Service currently unavailable. Please try again later. Oualifying Change in Status Events Use this document to find the required steps for changes in family circumstances.					
	Benefits Participation Participation Overview View a list of plans in which you are currently enrolled. Print your Benefits Confirmation Statement.				

For Benefit Enrollments, Select Participation Overview



Print your Participation Overview



Select this icon on the far-right side of the page.

Benefits Con	IIIIIauon
Fairfax County Dept. of Human Resources	Date
Benefits Division, Suite 270	01/01/202
12000 Government Center Parkway	
Fairfax, VA 22035	
Susie Benefits	
12000 Government Center Parkway	
Fairfax, VA 22035	

To Review Dependents Covered on a County-Sponsored Health Plan, Select Family Members /Dependents*

*Both current and past dependents will be displayed. A dependent's record can never be permanently deleted from this section.

Home HCM Employee Self-Service Manager Self-Service Delegate Self-Service ty Overview My Working Time My Personal and Work Info My Pay My Benefits Employee Self-Service > My Overview Employee Self Service Image: Self Service Image: Self Service Employee Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service Image: Self Service
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Employee Self Service
Enrollment Information Family Member/Dependents Maintain your family members or dependents. (Medical and Dental only) Qualifying Change in Status Events
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Maintain your family members or dependents. (Medical and Dental only) Qualifying Change in Status Events
Qualifying Change in Status Events
Benefits Participation
Participation Overview
View a list of plans in which you are currently enrolled.

To Take a Closer Look and Review Your Dependent's Personal Information

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Hack Forward Forward For	History Favorites View						
Home HCM	Employee Self-Service	Manager Self-Service	Delegate Self-Service				
My Overview	My Working Time My Persona	and Work Info My Pay	My Benefits				
Employee Self-Service	e > My Overview						
Family Members / Dependents Add _ Family / Dependents comprises the name and birth date of the employee's family members, such as the spouse, domestic partner, children, or children of the <u>Quick</u> <u>Help</u>							
Spouse Name: Date of Birth: Valid From: Valid To:	Both current and past dependents will be displayed. A dependent's record can never be permanently deleted from this section.				Use the pencil to reviev your dependent's p information.	personal	