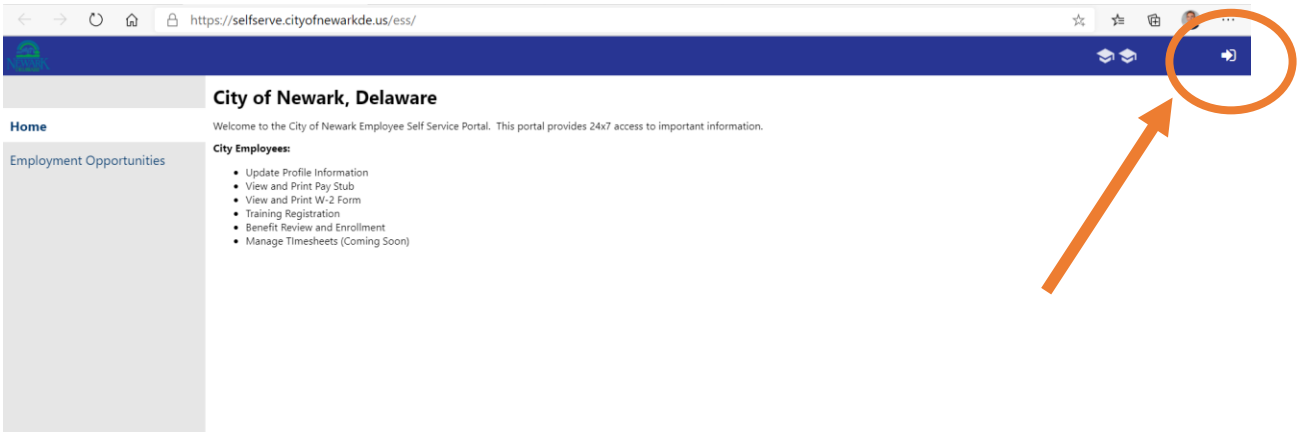
CITY OF NEWARK
DELAWARE

FULL-TIME STAFF MEMBER 2026 OPEN ENROLLMENT SELECTION PROCESS

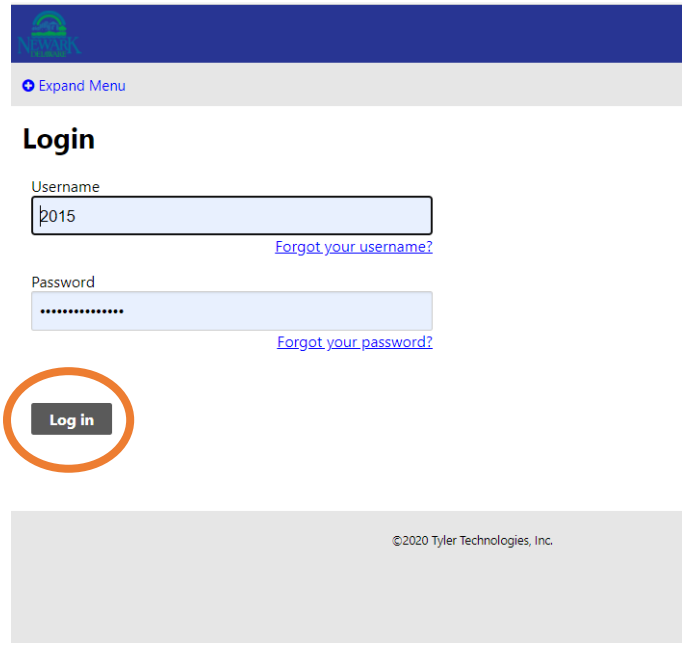
Please read through the following steps and complete your Open Enrollment selections by Friday, November 7, 2025!

STEP ONE: Go to Employee Self Service (ESS) via the City intranet or by going straight to https://selfserve.cityofnewarkde.us/ess/.

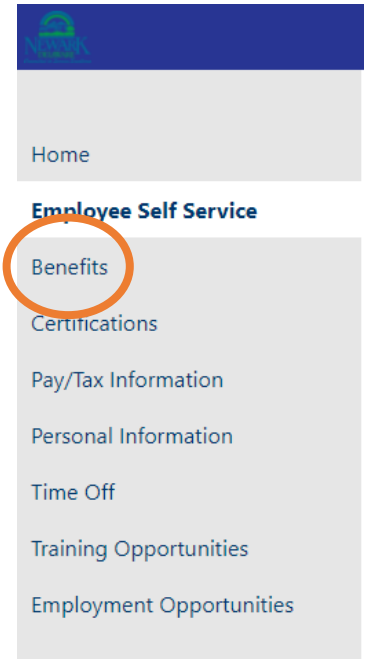
STEP TWO: Click on the log-in button in the top right corner:



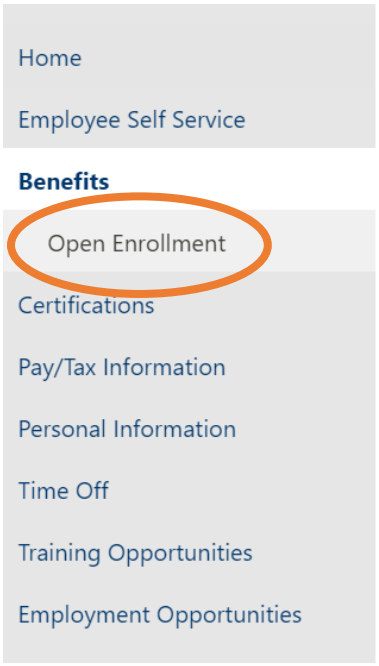
STEP THREE: Enter log-in information (employee # as Username; personal password) to enter the site. Please let Tracy Bak (tbak@newark.de.us) know if you have difficulty signing in. She will reset your password for you:



STEP FOUR: Once logged in, find the **Benefits** tab on the left side of the screen. Click the link:



STEP FIVE: **Open Enrollment** will pop up beneath **Benefits**. Click **Open Enrollment**:



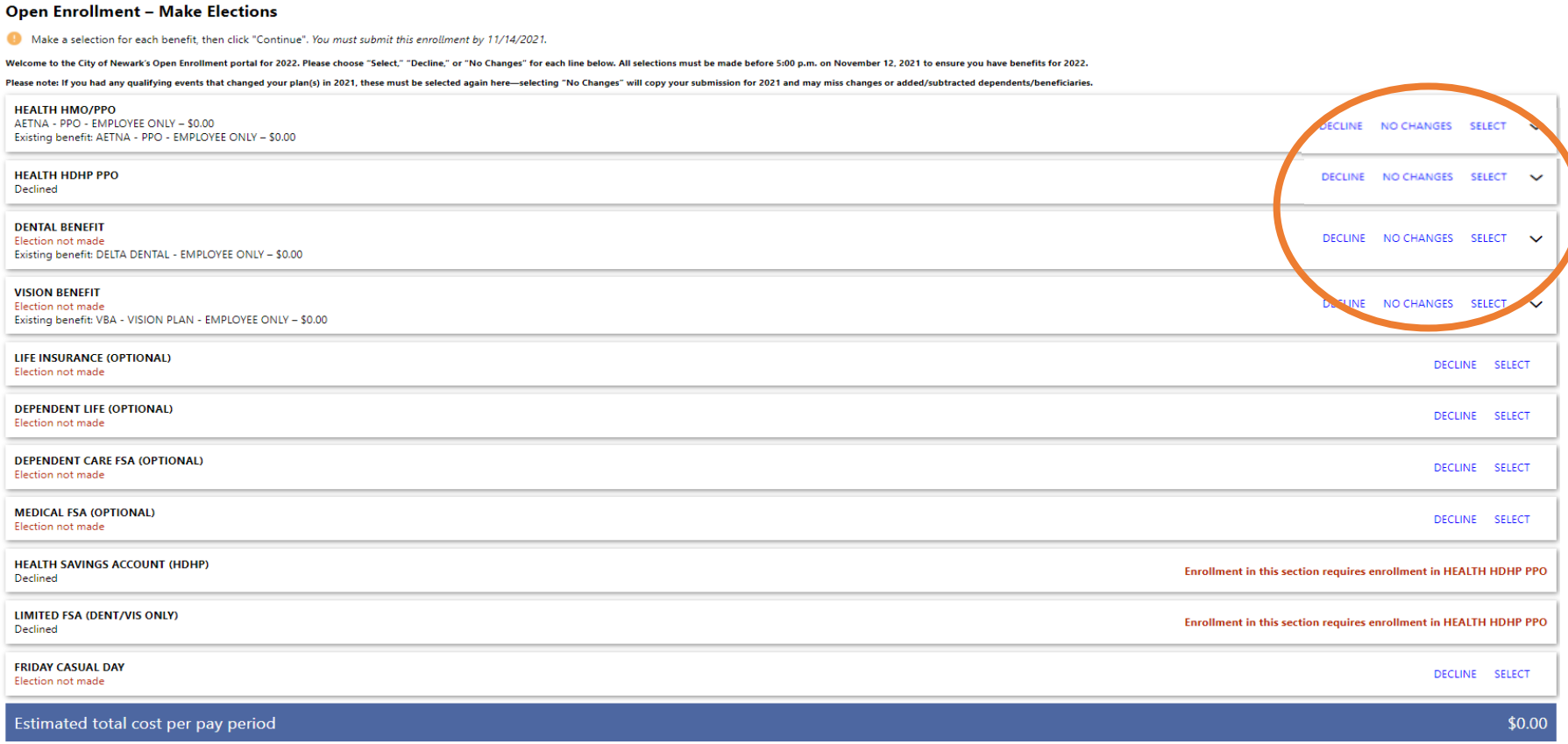
STEP SIX: The 2026 Open Enrollment page will have ten (10) selection possibilities. All eligible benefits must be selected or declined. If you are making changes to any coverages for 2026, click on **Select** for the appropriate coverage area(s) (health, dental, & vision), which will bring you to the selection options for each benefit selection. If you are not making changes to any coverages for 2026, click on **No Changes** for appropriate coverage area(s). If you are declining coverage for 2026 (i.e., not using the City's insurance offerings), click on **Decline** for the appropriate coverage area(s).

Please note: if you had any qualifying events that changed your plan(s) in 2025, these must be selected again here—selecting "No Changes" will copy your submission for 2025 and may miss changes or added/subtracted dependents/beneficiaries.

VOLUNTARY BENEFITS: Dependent life insurance, FSAs, HSA, and FUNdraiser Friday selections must be made through ESS.

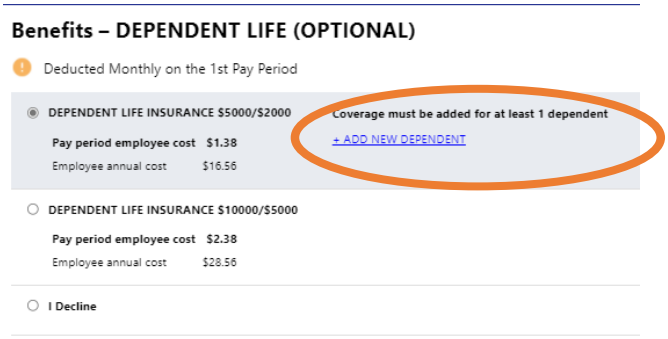
YOU MUST MAKE THESE ELECTIONS EVEN IF YOU CURRENTLY HAVE BENEFITS.

If you are selecting the PPO or HMO plans, you must decline the HDHP plan; and vice versa. The "Health Savings Account (HDHP)" and "Limited FSA (DENT/VIS ONLY)" options will only populate as eligible selections if you select the HDHP. If you are opting into these plans, please do not select the Medical FSA.



STEP SEVEN: If you are newly selecting into the HMO Plan, you will need to enter a 6-digit Primary Care Provider (PCP) number. Once clicking **Select** on the **2026 Health Benefit** tab, the following link will pop up in the top right corner of the screen, which will help you find your PCP's number if you do not know it:

STEP EIGHT: If you are opting into the dependent life insurance, you must input at least one dependent:



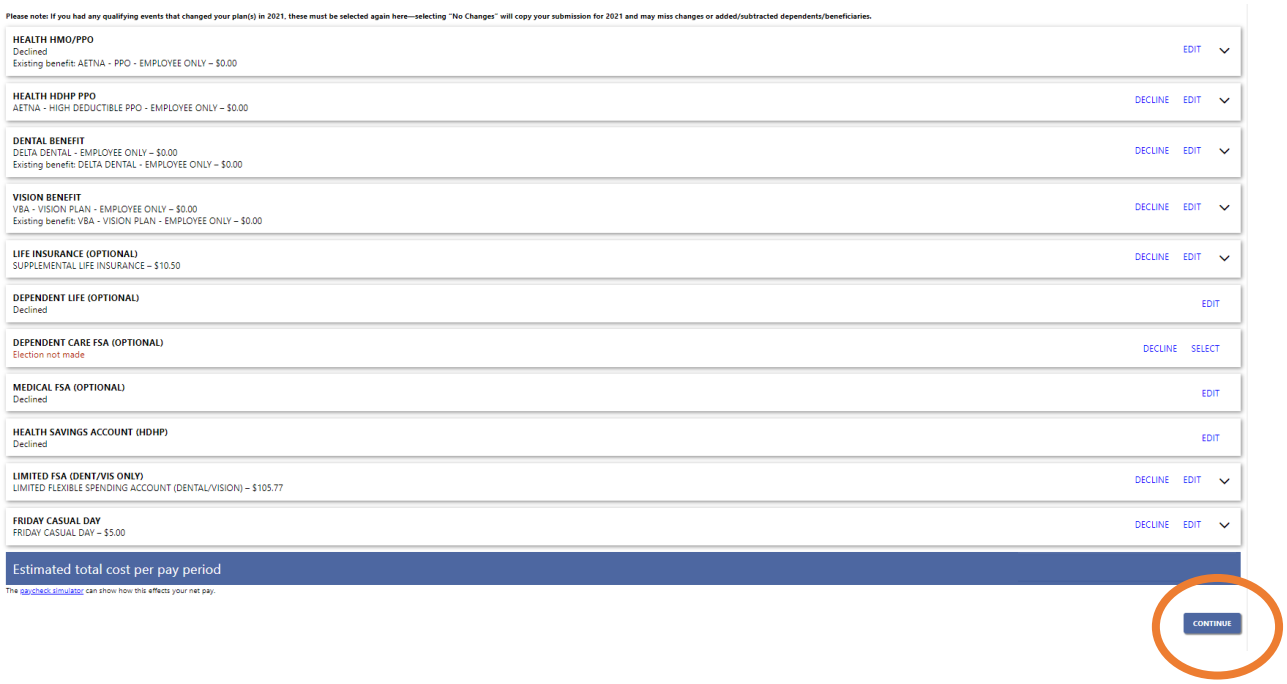
STEP EIGHT: *HSA & FSA Contribution Limits:*

If you are signing up for the HSA, the employee-only maximum per-pay contribution amount is $112.50 and the family maximum per-pay contribution amount is $222.91.

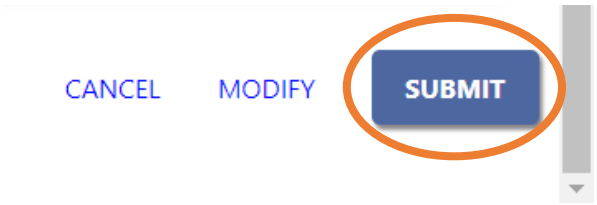
If you are signing up for the Health or Limited FSA, the maximum per-pay contribution amount is $119.23.

If you are signing up for the Dependent Care Account, the maximum per-pay contribution amount is $288.46.

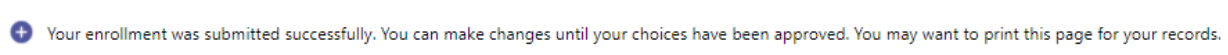
STEP NINE: Once you completed your selections, click **Continue**:



STEP TEN: Review your selections and click **Submit** at the bottom of the page:



THAT'S IT! PLEASE BE SURE TO CLICK THROUGH TO SUBMIT AND YOU RECEIVE A CONFIRMATION. YOUR ENROLLMENT WILL NOT BE COMPLETE WITHOUT FINISHING THE ENTIRE PROCESS!



Reach out to HR Administrator Tracy Bak at tbak@newark.de.us or (302) 366-7000 x1031 if you have additional questions or difficulty.