

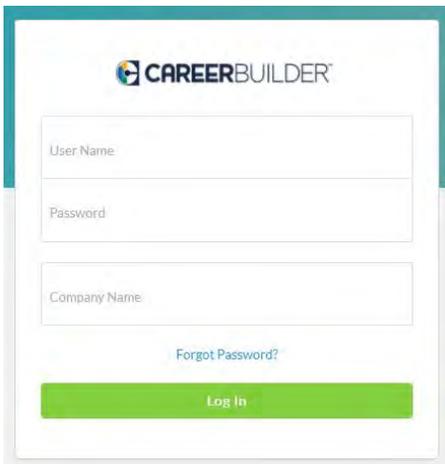
## Employee Self-Service Tehama County

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Workterra is a tool, which allows you to directly access and update your employee information via the Internet. Using Workterra employee self service, you can review and/or update your demographic, dependents, and benefit elections.

- You can access Workterra from any computer with an internet connection
- Our secure (https) site uses the latest technology to ensure that the information entered is secure and adheres to industry security standards.

### Logging In



The screenshot shows the Workterra login interface. At the top left is the CAREERBUILDER logo. Below it are three input fields: 'User Name', 'Password', and 'Company Name'. A 'Forgot Password?' link is located below the Password field. At the bottom is a green 'Log In' button.

1. Launch an Internet browser such as Internet Explorer.
2. Navigate to <https://workterra.net>
3. Enter the information below and click **Login**

**User name:** [first name, last name]  
(Example: [janedoner])

**Password:** [first 4 letters of last name, last 4 of SSN]  
(Example: [done4545])

\*if your last name is only 2 or 3 characters example: last name Blu  
– your login is: blu3434

**Company:** [Tehama County]

### Employee Usage Agreement and Legal Agreement

#### Agreement Acceptance

**Instructions**

Please click on each of the links below to review and accept the agreements before proceeding through the enrollment tunnel.

Employee Usage Agreement

Legal Agreement

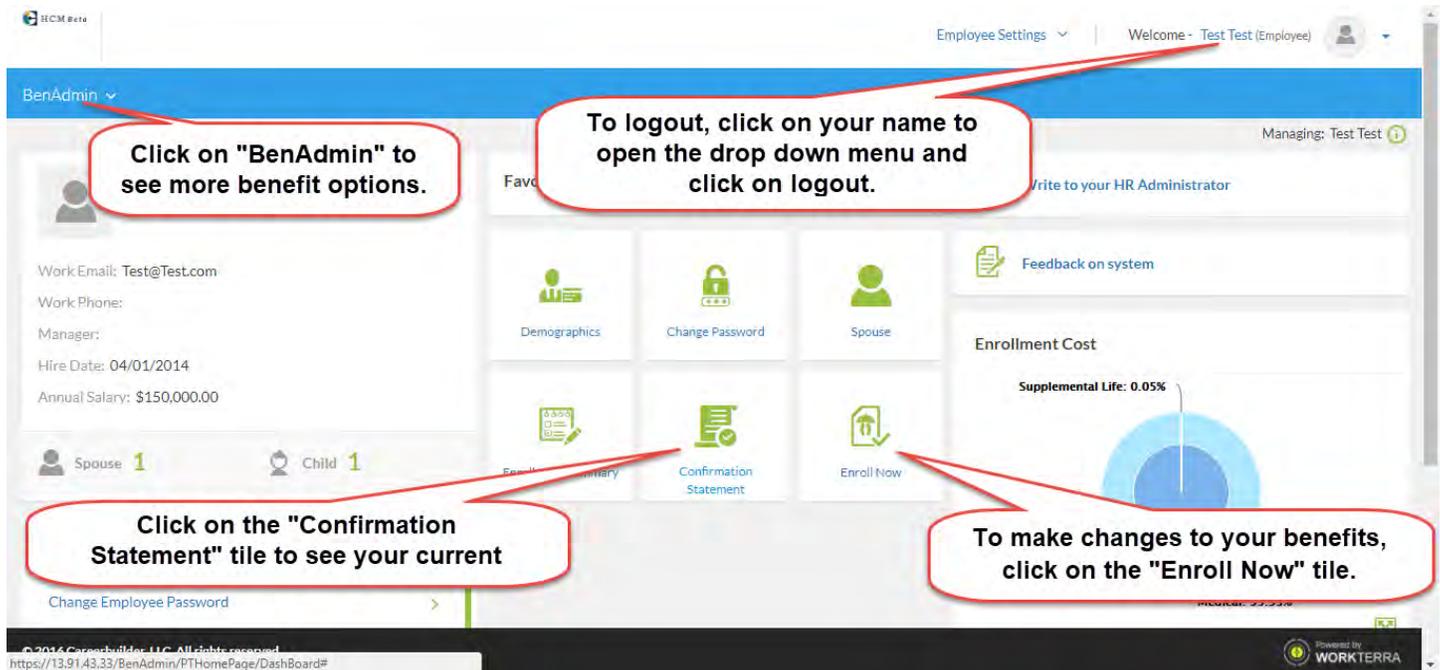
Please read and accept the Employee Usage Agreement and Legal Agreement

## Year-round Access & Qualifying Events

### (HOME PAGE NAVIGATION & MAKING QUALIFYING EVENT CHANGES)

Below is an example of your Employee Home Page.

If this is your first time logging into the site and you have not already updated your password, please update your password by clicking on “**Change Password**” tile.



The screenshot shows the Employee Home Page for a user named BenAdmin. The page includes a navigation bar with 'Employee Settings' and 'Welcome - Test Test (Employee)'. A left sidebar shows user information: Work Email: Test@Test.com, Work Phone, Manager, Hire Date: 04/01/2014, Annual Salary: \$150,000.00, and dependent counts for Spouse (1) and Child (1). The main dashboard features several tiles: Demographics, Change Password, Spouse, Enrollment Summary, Confirmation Statement, and Enroll Now. A 'Feedback on system' tile is also present. A 'Supplemental Life: 0.05%' gauge is visible on the right. Red callout boxes provide the following instructions:

- Click on "BenAdmin" to see more benefit options.** (Points to the user name in the top left)
- To logout, click on your name to open the drop down menu and click on logout.** (Points to the user name in the top right)
- Click on the "Confirmation Statement" tile to see your current** (Points to the Confirmation Statement tile)
- To make changes to your benefits, click on the "Enroll Now" tile.** (Points to the Enroll Now tile)

To begin a Qualifying Event (i.e. Marriage, Newborn, Divorce, etc.) click on the “Enroll Now” button found on the Home Page. If an event is not open you will see an option to open a Qualifying Event by clicking “OK.”

Then select the Qualifying Event that applies to you, enter the date of the event, and click “Save”. The system will now walk you through your personalized experience.

Please note the following in regards to Qualifying Events:

- To initiate a Qualifying Event, while still within your Open Enrollment period, go to: BenAdmin > Initiate Qualifying Events
- Please ensure the dependent relationship type is updated when processing a Qualifying Event, as this determines eligibility e.g. If processing a Divorce QE you must change your spouse relationship type from spouse to ex-spouse. This will ensure that the system will terminate the spouse’s benefits and generate the notification for COBRA.
- During a Qualifying Event, Beneficiary designation will be available after your plan change is approved by the administrator. To view or change your Beneficiaries outside of an open window, go to: My Benefits > Beneficiary



The screenshot shows the 'Initiate Qualifying Events' page. It features a table with the following columns: 'Event Name' and a checkbox. The table contains the following entries:

Event Name	
Add a Dependent	<input type="checkbox"/>
Added	<input type="checkbox"/>
Address Change	<input type="checkbox"/>
Marriage	<input type="checkbox"/>

At the bottom of the table, it says 'Showing 1 to 4 of 4 entries'.