## How to Enroll in Anytime Savings Plans through Self-Services

Self-Services is the tool in the SAP Portal used to enroll for benefits. It can only be accessed using a City computer. The following details the steps for enrolling in health and insurance benefits using Self-Services.

	STEPS	SCREENSHOT						
1.	Log in to your SAP Portal.	https://onesd.sandiego.gov/irj/portal						
2.	Enter User ID and Password. Press "Enter" key from keyboard.	User ID * Password * Log on						
3.	Click the "Self-Services" tab in your SAP portal.	Self-Services						
4.	To enroll in the 401(k) and/or the 457(b) plan, click the expand arrow of the "CoSD My Services" tile.	CoSD My Services						
5.	Click the "Benefits" button.	CoSD My Services     Personal Information Payment Benefits						
6.	Click "Anytime Savings Plans" under "Benefits Actions"	◆ CoSD My Services         Personal Information       Payment       Benefits         Benefits Enrollment Overview       Benefits Actions       Instruct         Participation Overview       ★       Anytime Insurance       ★         FSA Claims       ★       Anytime Saving Plans       ★         Anytime Beneficiary       ↓       Instruct						
7.	You will see a new window titled "Anytime Saving Plans: Step 1 (Benefits Summary)." Click "Next" to enroll in the additional savings plans.	Anytime Saving Plans: Step 1 (Benefits Summar						



STEPS			SCREENSHOT						
8.	The next window is titled "Anytime Savings Plans: Step 2 (Savings Plans). Select the green plus sign next to the plan that you want to enroll into. <b>Note:</b> The enrollment process into the 401(k) and the 457(b) is the same. The 401k will take effect the next pay period and the 457(b) will go into effect the following month.	Anytime Saving Plans: Step 2 (Savings Plans)  Previous Next > Save							
			I <b>Þ</b>	1 Benefits Summary	2 Savings Plan	3 Is Review and S	ave		
		Enroll in Savings Plans							
			Acti	Plan Type	Starts On	Status	Plan Name		
			Co	401(k) Plans	03/14/2017				
			Co	457(b) Plans	03/14/2017				
		_							
9	Confirm you have selected the correct plan. Under "Select Plan" verify it is the 401(k) or the 457(b). Enter the amount you want to contribute next to the Pre-Tax amount. The amount must be a minimum of \$10.00 biweekly for both the 401(k) and the 457(b) plans.	Se	elect P	lan					
5.			Plan	Name					
			401(k) Savings Plan						
		R	Regular Contribution						
			F	Period: Bi-weekly					
		P	re-Tax Ar	mount:	0.00	SD (Minimum (	).00 USD )		

STEPS	SCREENSHOT					
10. Designate a beneficiary for the						
401(k) or your 457(b). You will						
see your dependents						
Information under "Designate						
Beneficiary. Autia percentage						
to receive the funds. You may						
have more than one beneficiary						
as long as it equals to 100%. A	Designate Beneficiaries					
contingent beneficiary is in the						
event that your primary	Primary Percentage (%)	Contingent Percentage (%	)			
beneficiary is deceased, your	50		0			
contingent beneficiary would			-			
then receive the funds. Once	-50		0			
you have completed adding	100		0			
your beneficiaries select "Auu						
on the bottom right corner.		Add				
<b>Note:</b> If you do not see any						
dependents or beneficiaries						
listed, you will need to add						
them in your Personal Profile.						
You may refer to the " <u>How to</u>						
<u>Add/Change Dependents</u> " guide						
for assistance.						
11. Once completed, review under						
"Enroll in Savings Plans" to verify	Enroll in Savings Plans					
nlans Then select "Next" to go						
to "Anvtime Savings Plans: Step	< Previous Next > Save					
3."						
12. Once you are at the next page						
"Anytime Savings Plans: Step 3						
(Review and Save)" confirm the	A	Dianas Otam 2				
biweekly amounts (must be a	Anytime Saving	g Plans: Step 3	(Review and Save)			
minimum of \$10.00 biweekly),						
beneficiary designation, and the	<pre>     Previous Next &gt; </pre>					
the correct plans. Once						
everything is correct select						
"Save"						
12 The "Data sayed successfully"						
13. The Data saved successions green check-mark notifies you	<b>Anytime Savin</b>	g Plans				
that your entries were saved		•				
correctly.	📀 Data saved successfu	lly				