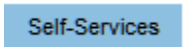
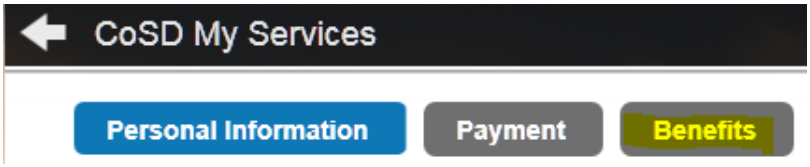
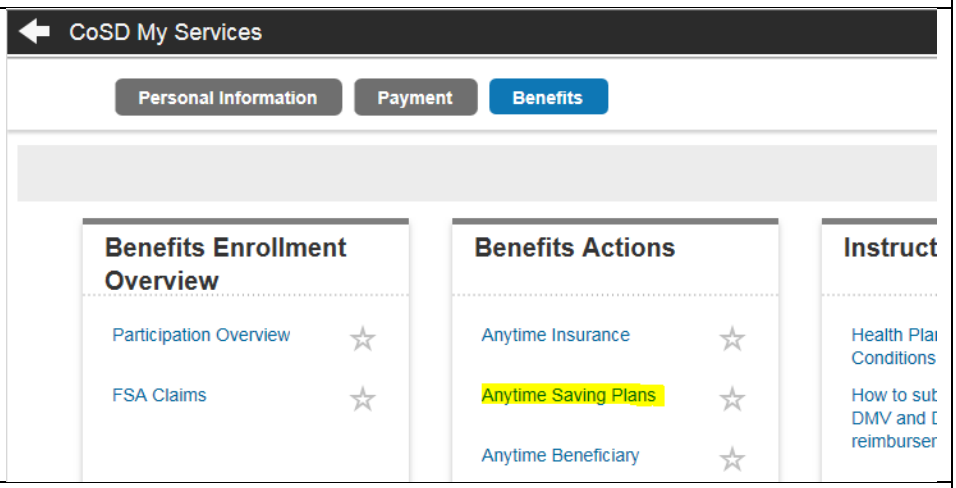
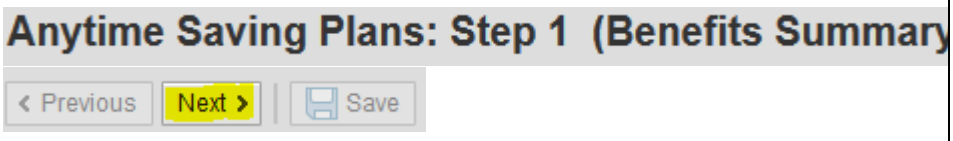
# How to Enroll in Anytime Savings Plans through Self-Services

*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. | |
| 3. Click the "Self-Services" tab in your SAP portal. |  |
| 4. To enroll in the 401(k) and/or the 457(b) plan, click the expand arrow of the "CoSD My Services" tile. | |
| 5. Click the "Benefits" button. |  |
| 6. Click "Anytime Savings Plans" under "Benefits Actions" |  |
| 7. You will see a new window titled "Anytime Saving Plans: Step 1 (Benefits Summary)." Click "Next" to enroll in the additional savings plans. |  |

| STEPS | SCREENSHOT |
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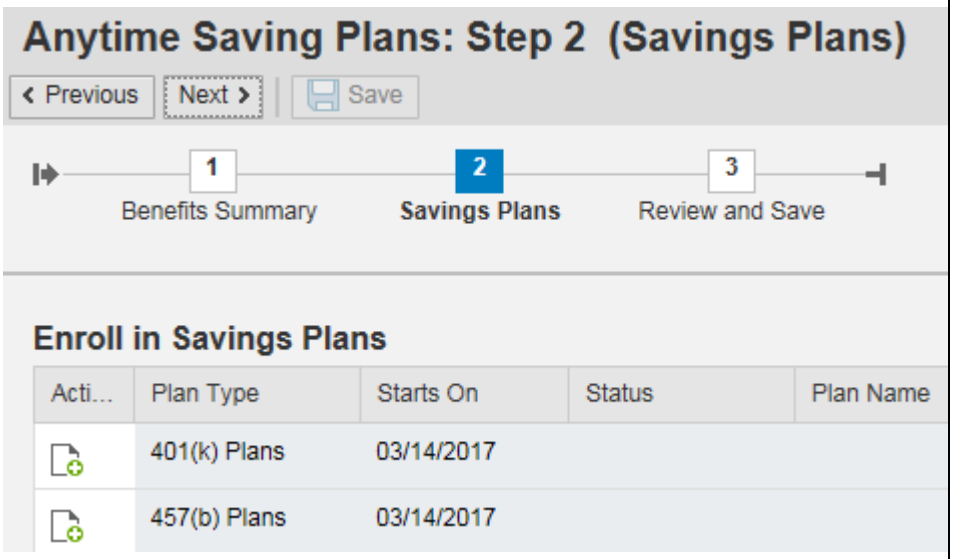
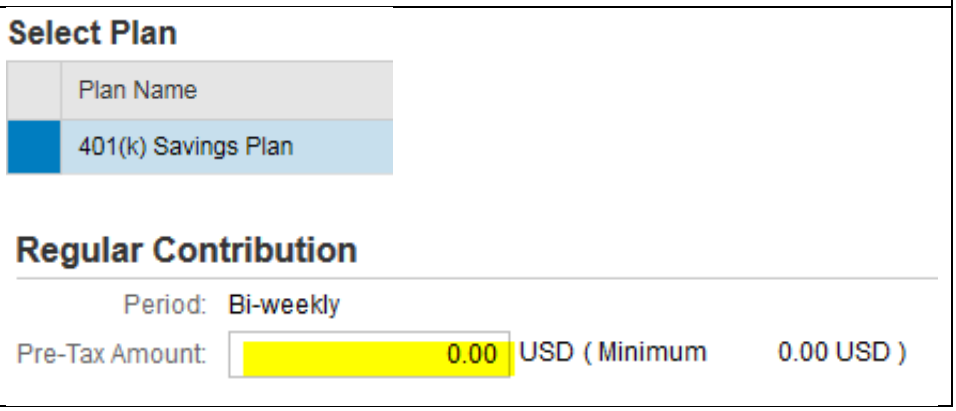
| 8. The next window is titled "Anytime Savings Plans: Step 2 (Savings Plans). Select the green plus sign next to the plan that you want to enroll into.<br><br>**Note:** The enrollment process into the 401(k) and the 457(b) is the same. The 401k will take effect the next pay period and the 457(b) will go into effect the following month. |  |
| 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. |  |

| STEPS | SCREENSHOT |
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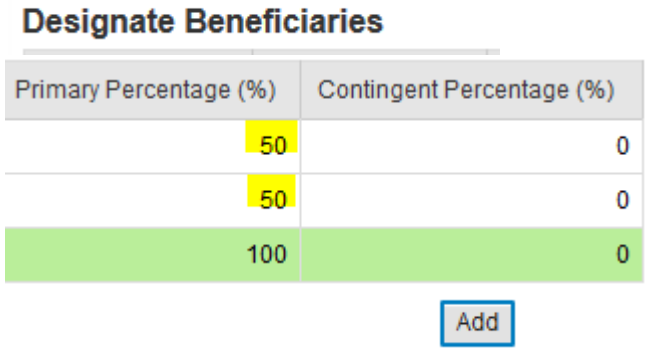
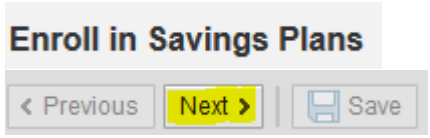
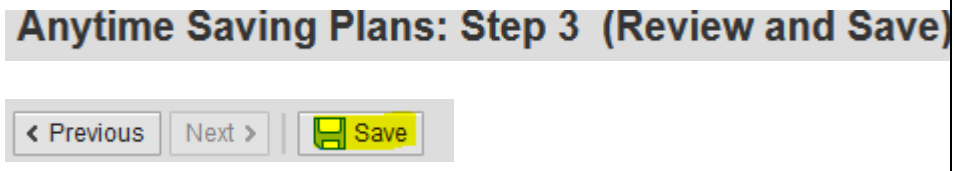
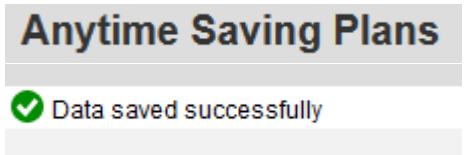
| 10. Designate a beneficiary for the 401(k) or your 457(b). You will see your dependents information under "Designate Beneficiary." Add a percentage next to the name that you want to receive the funds. You may have more than one beneficiary as long as it equals to 100%. A contingent beneficiary is in the event that your primary beneficiary is deceased, your contingent beneficiary would then receive the funds. Once you have completed adding your beneficiaries select "Add" on the bottom right corner.<br><br>**Note:** 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 "How to Add/Change Dependents" guide for assistance. |  |
| 11. Once completed, review under "Enroll in Savings Plans" to verify you are enrolled in the correct plans. Then select "Next" to go to "Anytime Savings Plans: Step 3." |  |
| 12. Once you are at the next page "Anytime Savings Plans: Step 3 (Review and Save)" confirm the biweekly amounts (must be a minimum of $10.00 biweekly), beneficiary designation, and the plans to confirm you enrolled in the correct plans. Once everything is correct select "Save" |  |
| 13. The "Data saved successfully" green check-mark notifies you that your entries were saved correctly. |  |