

## Open Enrollment Online Enrollment Instructions

1. **GO to Employee Self Service at**  
<https://web6.seattle.gov/FAS/HRIS/LogOn/LogOn/>.
2. **ENTER your employee number and password** (if you do not know your employee number, contact your HR rep. For a password reset contact DoIT or the appropriate department contact.)
3. **SELECT Benefits and then Open Enrollment**  
*(If this is your first time opening the benefits enrollment, please review the Open Enrollment agreement and **select agree.**)*