

# NEW LOGIN METHOD: ESS AND BENEFITS ENROLLMENT WEBSITE

October 2022



Starting in late October, when you go to **Benefitfocus** (the benefits enrollment website) to complete Open Enrollment or **Employee Self Service** (ESS) to get pay stubs, tax documents, or other job information, you will no longer need to remember and use a separate user ID and password.

**These websites will now use your Met Council Microsoft account (your work email address and password).**

- If you are already logged in to your Met Council account on your device, you will be automatically logged in and you will not see a login screen.
- If you are not logged in already, you will land on the login page and use your Met Council username and password to sign in.

## Don't forget!

Open Enrollment for 2023 benefits is **Oct. 31 through Nov. 18, 2022.**

Find more information on MetNet (Human Resources > Benefits > Open Enrollment) or in the information packet mailed to your home address in late October.

Use this easy web address to access Benefitfocus to complete Open Enrollment:

**[MetroCouncil.org/BenefitsEnrollment](https://MetroCouncil.org/BenefitsEnrollment)**

## If you do not already have a Met Council Microsoft account

You are getting a new account!

Your username for logging in looks like an email address, but you will not have access to the Met Council email system (Outlook).

Your username is:

**firstname.lastname@metc.state.mn.us**

For example:

If my name is Abby Normal, my username will be:  
abby.normal@metc.state.mn.us

If my full name is Abigail, though, it will be:  
abigail.normal@metc.state.mn.us

You will use an initial password to log in for the first time, and then the system will prompt you to change your password to something you choose. (See password details on the next page.)

Your **initial password** is:

- (lowercase) first two letters of your last name
- (lowercase) first two letters of your first name
- your five-digit employee ID number
- an exclamation point

For example:

Abby Normal's initial password for their first login would be:

noab12345!

Please consider logging in to Benefitfocus now to set up your account password, even if you're not able or ready at this time to complete Open Enrollment. That will give you time to reach out for help in case you experience any issues.

### If you log in off-site, you need to complete MFA

If you are accessing Benefitfocus or ESS off-site – for example, on your home computer or your personal smartphone or tablet instead of using an onsite kiosk computer – when you log in you will be need to complete multi-factor authentication (MFA).

- MFA requires you to use two steps to log in, instead of just entering your username and password.
- Methods for completing MFA include a text message, phone call, mobile app, email, and security questions.

If this is your first time using MFA, you will need to set up which methods you'd like to use.

Follow the instructions at [MetroCouncil.org/MFA](https://metrocouncil.org/MFA) for help setting up and completing MFA.

### Having trouble logging in?

If you need assistance logging in with your Met Council account or setting up MFA, please talk to your manager or supervisor, or call the Service Desk at 651-602-1498 (available Monday through Friday, 7 a.m. to 4 p.m.).

Staff from Information Services will be available at the onsite Open Enrollment info sessions in November to assist employees who need help setting up their password for their new Met Council account. Drop by any time during these open-house sessions!

Location	Date	Time
East Metro Garage: drivers room	Tuesday, Nov. 1	11:00 a.m. to 3:00 p.m.
South Garage: drivers room	Wednesday, Nov. 2	1:00 to 5:00 p.m.
Nicollet Garage: drivers room	Friday, Nov. 4	8:00 a.m. to noon
Heywood Garage: drivers room	Monday, Nov. 7	10:00 a.m. to 4:00 p.m.
Overhaul Base: Training Room A	Thursday, Nov. 10	7:30 to 10:30 a.m.

Staff from Information Services will also be available at certain sites in October and November during shift changes to assist employees who need help setting up their password for their new Met Council account. Stop by if you see them at your work site and you need assistance!