Benergy Online Enrollment

Benergy is the employee self-service, online portal for employees of St. Johns County Board of County Commissioners to enroll in all benefits plans. Once logged in, you will also be able to see what plans you are currently enrolled in and compare costs and benefit details. Before you begin the enrollment process, please make sure you have reviewed the benefit plans in this booklet and have all dependent information including date of birth and social security number.

IMPORTANT NOTE: All new hires eligible for benefits will have 60 days from date of hire to complete the enrollment process. This is the employee’s responsibility; Personnel Services will not contact you regarding your enrollment. Additionally, you must provide documentation proving dependent eligibility. See page 15 in the Benefits Guide for more information.

Log on to http://www.sjcbcc.benergy.com using your unique user name and password (see below). You will be able to change your password after initially logging in. If you have logged into the system before, your password is one that you created. Please contact Personnel Services if you do not remember your password.

Open Enrollment Ready Enroll
Click on “Begin” in the bottom right-hand corner when you are ready to enroll. Be sure to have all names, addresses, date of births and social security numbers for everyone in your family. The Ready Enroll button is only visible during Open Enrollment, in the month of October.

New Employees
Click on View a Life Event and choose the New Hire Enrollment link when you are ready to enroll in benefits.

View a Life Event (“I’m Here To.”)
Allows you to make changes due to a qualifying life event. See “Changing Your Benefits” on page 15 in the Benefits Guide for enrollment and eligibility information.

Confirmation Statement
Once you have completed each benefit election, the Confirmation page will appear. Review each benefit and all dependents to be sure everything is correct. Print a copy for your records by clicking on the printer icon. Once you have reviewed and confirmed all of the desired elections are correct, choose “Done.” Your benefit election will not be complete until you hit the “Done” button.

For more information or assistance with your enrollment, please contact your Personnel Services Department or The Bailey Group.