



BENEFITS MODULE QUICK REFERENCE GUIDE

Step-by-Step Instructions: Enrolling in Benefits

**Prepared by:
Finance/Risk Management Department
Benefits Division**

December 2025

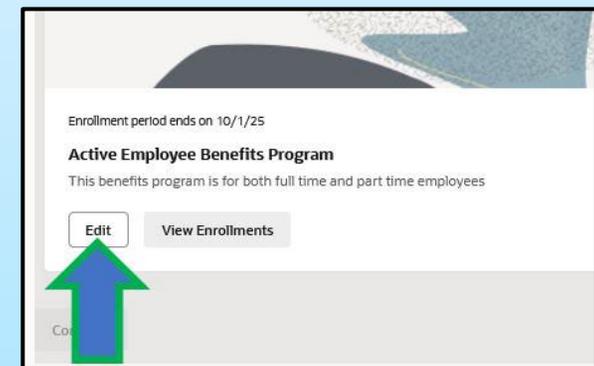
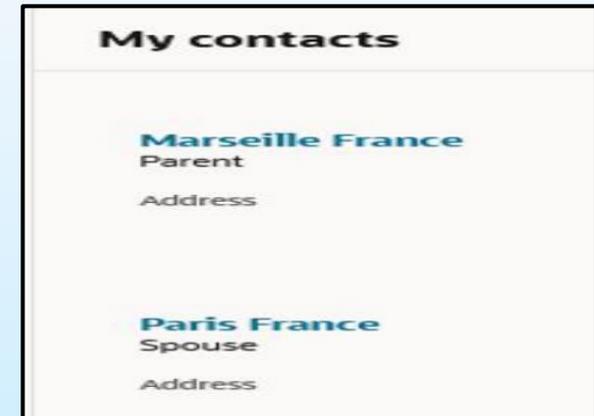


How To “Access the CV360 Dashboard”

Steps	Tasks
1	<p>Log in to your “CV360 Dashboard” using your credentials (employee ID and password).</p> <p><i>Note: Once logged in, you’ll see a greeting with your name at the top of the page</i></p>
2	<p>Select the “Me” tab 4.</p> <p><i>Note: The “Me” tab is located below the News and Announcements section.</i></p>
3	<p>Select the “Benefits” tile.</p> <p><i>Note: You should see a welcome prompt at this point.</i></p>
4	<p>Select “Enroll Now”</p> <p><i>Note: To start your benefits enrollment.</i></p>

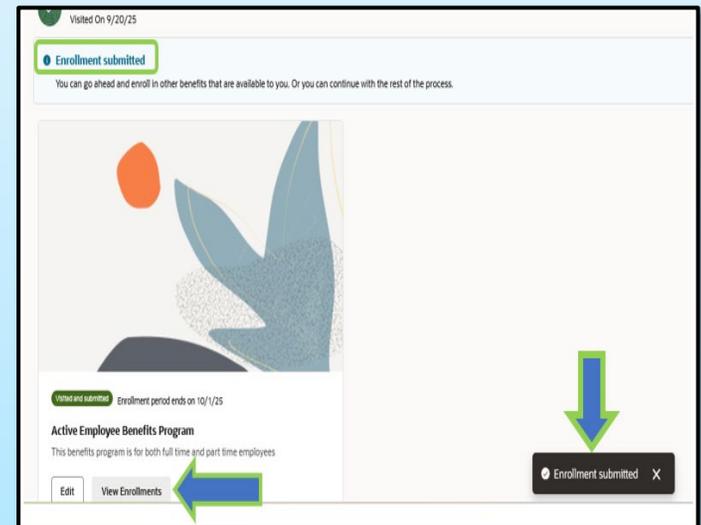
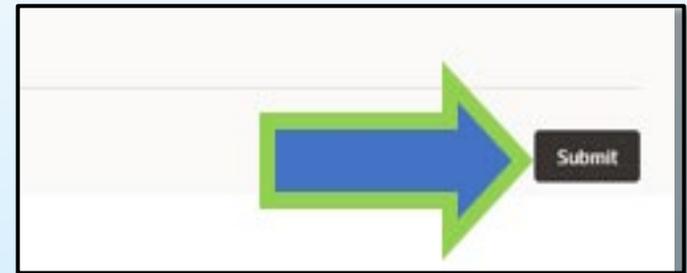
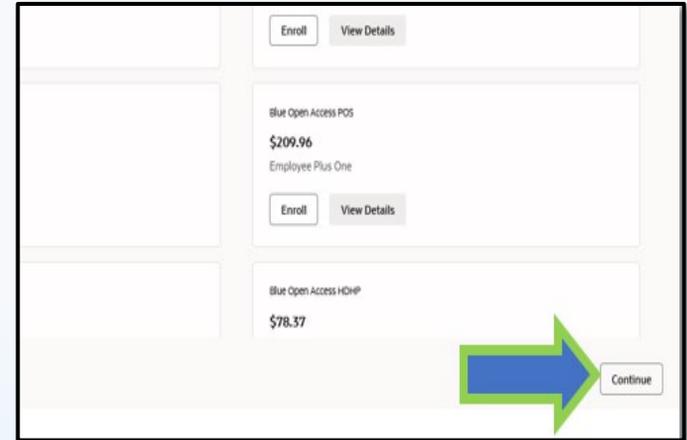
How To "Enroll"

Steps	Tasks
1	Select "Get to know your Benefits"
2	Scroll down the page and click on the Continue button.
3	<p>Select Your Enrollment Path</p> <p><i>Note: This prompts you to select one of the following options: "Express" or "Discovery". Select "Discovery", then click the "Continue" button.</i></p>
4	<p>In the "My Contacts" Section start to add your Dependents and Beneficiaries</p> <ul style="list-style-type: none"> Click on the plus sign (+). Fill in all the required fields for each person, then click Save. Repeat this process for each additional dependent or beneficiary you need to add. <p><i>Note: Scroll down the page until you see the Continue button. Click continue.</i></p>
5	<p>Start Enrollment</p> <ul style="list-style-type: none"> You will see "Active Employee Benefits Program"; this will take you to the Start section of your enrollment. Click on Edit. Follow the on-screen prompts to begin your benefits enrollment process. Complete all required fields and review your selections. This will allow you to make your benefits selections.



How To “Enroll” (cont’d)

Steps	Tasks
6	<p><i>Making Your Benefit Elections</i></p> <ul style="list-style-type: none"> • Click Accept to begin making your elections. • Choose your desired benefit plans. • Complete all required fields for each benefit. • Click Continue at the bottom-right of each page to move forward.
7	<p><i>Submitting Your Enrollment</i></p> <ul style="list-style-type: none"> • Continue through all steps until you reach the final page. • Click the Submit button at the bottom-right to finalize your enrollment. • A confirmation message will appear stating “Enrollment submitted.”
8	<p><i>Reviewing Your Submitted Elections</i></p> <p>Click View Enrollment to review your choices.</p>





Information/ Documentation Required for Online Benefits Enrollment

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The following information/ documents are required when enrolling dependents for benefit coverage:

To enroll a spouse:

1. Social security number
2. Copy of marriage certificate (Note: this document must be uploaded to CV360)

To enroll a dependent child:

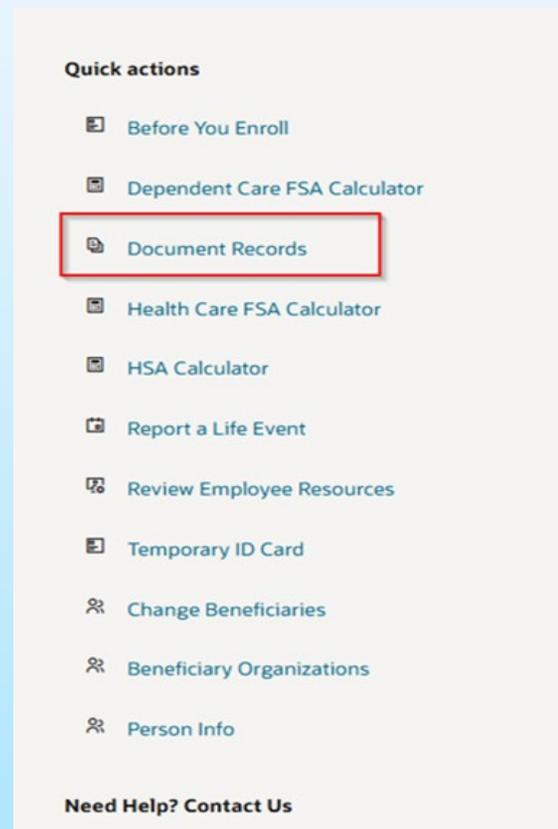
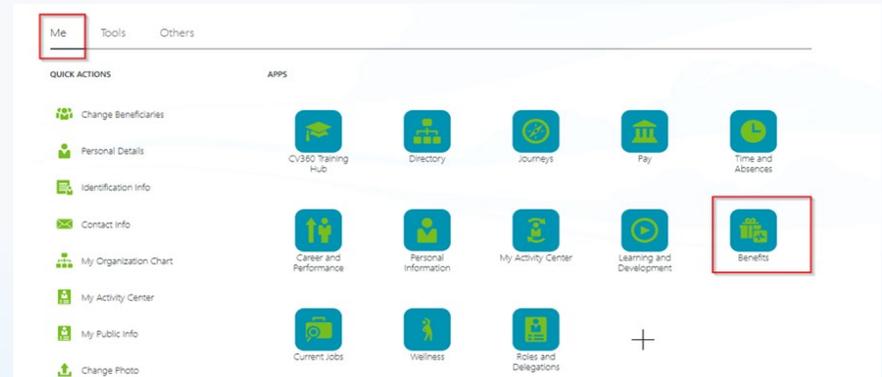
1. Social security number
2. Copy of birth certificate (Note: this document must be uploaded to CV360)
3. If adoptive parent or guardian, a copy of papers verifying adoption.
Guardianship

Enrollment Continued

- 1. You must have all of the aforementioned documents in order to enroll a spouse and/or dependent.*
- 2. Spouse/ dependent coverage will not be reported to the carriers unless this information is provided, and the required documentation is uploaded to CV360.*
- 3. **The enrollment deadline still applies.** Enrollment must be completed (including all documentation and social security numbers uploaded to the system) by the deadline provided to you for your benefits enrollment.*

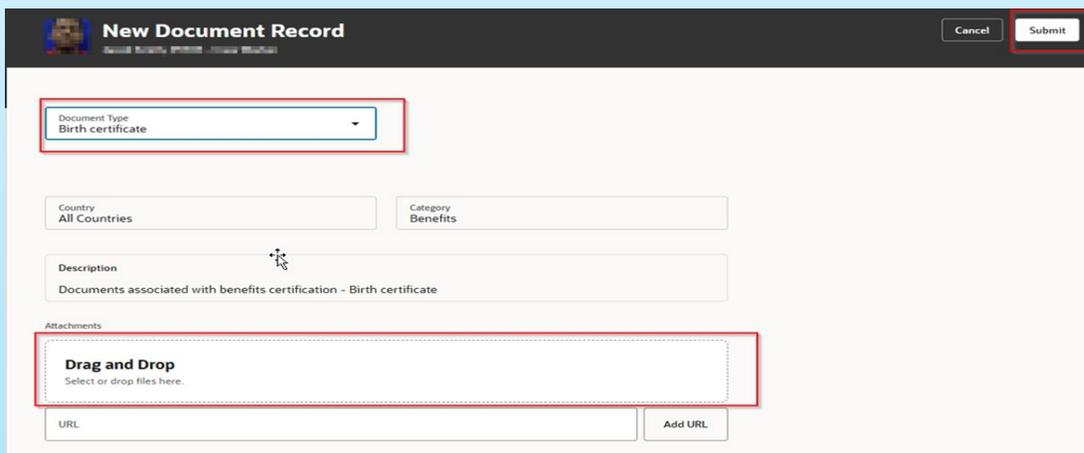
How to Upload Benefit Enrollments Documents to CV360

Steps	Tasks
1	<p>Go to "Me" Tab and choose benefits</p>
2	<p>On the right side under Quick Actions click on Documents records.</p>
3	<p>Click Add</p> <p><i>Note:</i></p> <p><i>If you are uploading a "Birth certificate" for a dependent (child, foster child, domestic partner child, step-child, adopted child) go to step 4.</i></p> <p><i>If you are uploading a "Marriage certificate" for a spouse/domestic partner (same gender) go to step 5.</i></p>



How to Upload Benefit Enrollments Documents to CV360

Steps	Tasks
4	<p>After selecting add:</p> <ul style="list-style-type: none"> • Select "Birth certificate" as Document Type • Upload the birth certificate by dragging it into the highlighted "Drag and Drop" section • After uploading the document click submit
5	<p>After selecting add:</p> <ul style="list-style-type: none"> • Select "Marriage certificate" as Document Type • Upload the marriage certificate by dragging it into the highlighted "Drag and Drop" Section • After uploading the document click Submit



New Document Record Cancel Submit

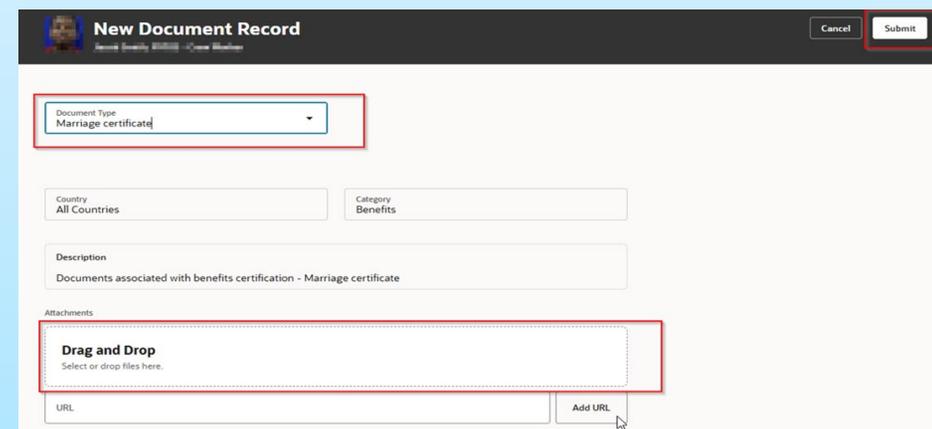
Document Type: Birth certificate

Country: All Countries | Category: Benefits

Description: Documents associated with benefits certification - Birth certificate

Attachments: **Drag and Drop** (Select or drop files here.)

URL: Add URL



New Document Record Cancel Submit

Document Type: Marriage certificate

Country: All Countries | Category: Benefits

Description: Documents associated with benefits certification - Marriage certificate

Attachments: **Drag and Drop** (Select or drop files here.)

URL: Add URL



Contact Information

Benefits Mailbox

BenefitsDept@dekalbcountyga.gov

Larry Jacobs

Deputy Director

lcjacobs@dekalbcountyga.gov

Princess Starr

Benefits Manager

pmstarr@dekalbcountyga.gov

Daphne Horton

Benefits Specialist, Sr. - Active Employees

dhorton@dekalbcountyga.gov

Carolyn Johnson

Benefits Specialist - Active Employees

cjohnson@dekalbcountyga.gov

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