



# DC Enrolling on PeopleSoft Instructions



## How to enroll in the DC 457(b) Deferred Compensation Plan

You can enroll in the DC 457(b) Deferred Compensation Plan as soon as you are hired. Enroll online on PeopleSoft at <http://ess.dc.gov>. PeopleSoft provides District employees online access to their personal and benefits information.

Enrolling is simple. Follow these steps and get started.

1. Login to Peoplesoft at <http://ess.dc.gov>
2. Select *Self Service*
3. Select *Benefits* on Navigation Bar
4. Select *Benefits Event*
5. Then, select *457 Enroll*
6. Go to menu on left side of the screen and then select *457 Enroll*
7. Select *Contribution Start Date* and *Per Period Amount*, then click *Save*
8. Then click *Next* until you see the *Complete* button
9. Click *Complete*



✉ For more information, contact us at [service@dcretire.com](mailto:service@dcretire.com) or visit us at:

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