SUMMER ENROLLMENT GUIDE

1. Go to <u>www.ers.texas.gov</u> and click My Account Login. (Make sure Pop-Up Blocker is turned OFF)

My Account Login

2. If you have not registered for a username and password click **REGISTER NOW**. If you have logged in previously, click **Proceed to Login** and enter your Username and Password.

ERS	ERS OnLine Benefits
Sign In	
Username	Not Registered?
Forgot Usemame? Password	Registering provides access to your personal account information. It also allows you to manage your benefits administered by ERS.
Forgot Password?	To register:
SIGN IN	 Click register below Follow the step-by-step instructions to create a username and password
	REGISTER

3. Member Home Page: Under My Insurance Information section, click **BENEFITS ENROLLMENT.**

To receive your Annual Enrollment confirmation, verify that your email address is correct and on file by clicking **EMAIL ADDRESS AND PASSWORD.

*<u>Notify HR of any address changes</u> hrs.employee.services@ttu.edu



4. Benefits Enrollment screen: Click **SELECT** to begin your enrollment.



5. After reading the *******Important Message******* screen, click **OK** to continue.



6. Benefits Enrollment/Annual Enrollment screen: Click **EDIT** on benefit (Medical, Dental, etc) you are wanting to change/enroll into.



If you are having issues with the website, you will need to contact ERS directly. **7.** Click On the benefit screen: Select plan you are enrolling into.



8. Click Add Dependent to add new dependents. Click

<u>Show History</u> to show any dependents previously added.

For a new dependent not previously entered in ERS, you will enter their information in a new pop-up window. Click **RETURN to go back to enrollment page.

If your dependent **does not have a SSN or ITIN, please contact the HR ESC office to complete a paper Summer Enrollment Form.

Add/Review Dependents Show History

9. Enroll Your Dependents section: Click checkbox (if not already checked) to enroll any dependent into benefit. Click **STORE.** then click **OK** to submit election.

 Name
 Relationship
 Enroll

 Todd Keys
 Spouse
 Image: Compared state s

10. Next screen will show your choice for specific benefit (Medical, Dental, etc), your estimated monthly cost and covered dependents.

Click **OK** to submit your New election.



11. Submitting your Annual Enrollment:

Once you are done making your elections, on the Annual Enrollment screen, print out screen showing your Current and New elections for confirmation. Scroll to bottom of screen and click **SUBMIT**.

On the **Submit Benefit Elections** page: Click **SUBMIT**.

Benefits Enrollment
Submit Benefit Elections

On the **Submit Confirmation** page: Click **OK**.

Benefits Enrollment
Submit Confirmation

ERS: (877) 275-4377