

## Higher Education / State Employee Self Service (ESS) Instructions, page 1

- > Log in to Edison **using MyTSU** and your computer log on **credentials**. Scroll down to and click on the **Annual Enrollment** link.
- > If you are on a tablet or mobile device, once logged into Edison, click on the **Annual Enrollment** tile. *Please note that these instructions are for enrolling on a computer. Button locations may be different if you are enrolling on a mobile device.*
- > If you are on a computer, once logged into Edison, click **Self Service>Employee Work Center>Benefits Enrollment**.
- > On the Benefits Enrollment page, click **Start**.
- > You are now on the main welcome page for benefits enrollment. This page includes instructions on the enrollment process. You can watch the video to see what you need to know this year.
- > Click **Next** in the top right corner to move to the next page to start the enrollment process.
- > This page allows you to review your address. You can click the > arrow next to the address to change it or click the + sign to add one. Make sure to click the **Save** button to save your change if you made one. When you are finished making changes or have no changes to an address click the **Next** button at the top.
- > This page is to review your phone number on Edison. Similar to the address page, you click the > arrow next to the phone number to change it. Make sure to click the **Save** button to save your change if you made one. When you are finished with the phone number page, click the **Next** button at the top for the next page.
- > This will take you to the **CDHP Acknowledgment** page. If you will not be enrolling in a Consumer-driven Health Plan, you do not need to do anything on this page and can just click the **Next** button to get to the next page. However, if you enrolled in a CDHP, you must agree to this acknowledgment. Once you've read this information, click the check box next to "I understand and agree" and click the **Save** button. Then click the **Next** button.
- > This page is the **Annual Enrollment** page. Here, you can see your insurance costs. The costs shown are monthly. This page is a summary page that you will return to throughout the enrollment process.
- > Be sure to read all of this information carefully. You will only see the plan options that are available to you.
- > Scroll down to get to the **Benefit Plans** section. Click on **Review** on the first tile labeled **Medical**.
- > Under **Enroll Your Dependents**, check the boxes next to the dependent's name to cover him/her in Medical insurance.
- > If you do not see one of your dependents listed, look for a small scroll bar to the right of the dependent information. Use the scroll bar to see if your dependent's name is lower in the list. If you still do not see your dependent in the list, click the **Add Dependent** button to add any dependents you wish to enroll. Complete the fields in the pop-up window. Fields with asterisks are required. Click the **Save** button in the top right corner. If you have additional dependents, click on **Add Dependent** again. Click the **X** to close out of the Dependent information page.
- > Under **Enroll in Your Plan**, click the **Select** button next to your plan choice. Don't forget to check the box to add the new dependent to coverage. If you want to see all plans and pricing, click the **Overview of All Plans** button at the very bottom and the **X** when ready to close it.
- > Click the **Done** button at the top right to save your changes or click **Cancel** in order to return to the main **Annual Enrollment** page if you have no changes.
- > Continue to click on each tile one at a time to review each of them and to make any necessary changes. Each time click the **Done** to close the window for that tile and to return you to the main **Annual Enrollment** page.
- > On this main page, you will notice the **Status** on each of the tiles will change from **Pending Review** to **Visited** if no change was made. The status will show **Changed** if a change was made. Use this **Status** indicator to help you keep track of what tiles you have clicked on.
- > Once you have reviewed all the different benefits tiles and made all your changes, you **MUST** click the blue **Submit Enrollment** button towards the top of the main **Annual Enrollment** page to save your changes.

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- > A pop-up **Benefits Alerts** window will appear. There may be a list of warnings for you to pay attention to, for example, whether or not you need to upload documents for your dependents or if you need to provide a statement of health for enrolling in Short Term Disability. You must either click on the **Done** or the **View** button on the pop-up window in order for your benefits choices to be submitted.
- > **If you click Done, you will proceed with finishing up the annual enrollment process.**
- > If you click **View**, this will take you to your **Enrollment Preview** statement, which you can print or save directly from here. Please note this is not your final enrollment statement. After the enrollment period ends, you will receive an email to let you know that you can log in to Edison to view/print your final confirmation statement.
- > Click the **Expand All** button to open all of the categories so you can review all the information provided OR you can click each arrow and go through one section at a time. Or you can click on **Print View** to get a printable version of the statement to save for your records.
- > When you are finished with the **Enrollment Preview** statement, click the **X** in the right corner to close the window.
- > This will take you to a document upload page. There is a link to a list of acceptable documentation on this page.
- > If you have added new dependents, click the **Upload Documents** button. Once the file attachment pop-up window appears, choose your dependent verification documents and then click **Upload**. Next click **Done**. Once the document is uploaded, you can view, confirm or delete the document for a limited time. Click **Confirm** when you are ready. After that click **Continue**.
- > If you did not add any new dependents, click the **Next** button at the top of the page.
- > Employees will be taken to the **TN Insurance Beneficiary Summary** page to review your beneficiaries. Make sure you click on each of the three tabs at the top to review the information provided. If no changes are needed click **Continue**.
- > Higher Education employees, if you need to make updates, click the **Update Beneficiaries** button and **Save Changes** once complete. Once you have verified your information, click the **Continue** button.
- > All employees: once you have fully completed the enrollment process, you will be taken back to the **Annual Enrollment** page. Notice now that your Annual Enrollment step on the left now indicates Complete status instead of Pending Review or Visited status. This way you know the ESS enrollment process is complete. If you have a current email address in Edison, you will also get an email letting you know that your enrollment has been received.
- > Before leaving, you can now view a Benefits Statement of your selections by going to the Benefits Statements step at the bottom of the list of steps on the left-hand side. Please note this is not the final enrollment statement but a preview of what you have sent to Benefits Administration. After the enrollment period ends, you will receive an email letting you know you can log in to Edison to view or print your final confirmation statements. You will also receive a confirmation statement in the mail.
- > Click the **Exit** button in the left corner towards the top to exit the process.

### To add dependents

- > If faxing hard copies, send to 615.741.8196 and include your name and Edison ID# (found on the front of your CVS Caremark card) on each page. **Save your fax confirmation page**. Call ext 5286 if you need assistance with the Edison ID#.
- > All dependent verification documents must be received by 4:30 p.m. Central time on Friday, October 13, 2023. If you do not submit proper documents, your dependents WILL NOT be enrolled.

**If you have trouble logging in to Edison, go to the Edison home page and click on the green Benefits Annual Enrollment to get help with retrieving your Access ID or resetting your password. You can also call the Edison Help Desk for password assistance at 866.376.0104.**