

AETP FREQUENTLY ASKED QUESTIONS

1. When is the [Annual Enrollment Transfer Period \(AETP\)](#)?
 - a. October 2 – 13, 2017. AETP will end promptly at 4:30 p.m. on Friday, October 13, 2017.
2. The Benefits Fair is on Wednesday, October 4, 2017. But where is the NRC Building “H”?
 - a. NRC is the New Resident Complex (student apartments) on W. Heiman Street and Ed Temple Boulevard. Once you go through the guard’s booth, go to the second stop sign. Building ‘H’ will be on the LEFT.
3. How do I log into [Edison](#)?
 - a. Click on the [Edison](#) link, then follow the instructions for **‘1st Time Login/Password Reset’**. There is also a short [video](#) that will help guide you.
4. I’m on the [Edison](#) website but I don’t see where I can enroll in Long Term Disability (LTD).
 - a. Higher Education cannot enroll in the State’s LTD plan. [Lincoln Financial](#) is offering LTD through the Tennessee Board of Regents (TBR) for Higher Education. Please visit the [Lincoln Financial Portal](#) website to enroll. Login = your full social security number without dashes, and the Password = the YEAR you were born (i.e. 1963). Call 800-423-2795 if you have questions about the benefit.
5. Do I have to make changes?
 - a. No. But if you are enrolled in vision, your vision vendor is changing to [Davis Vision](#). If you are enrolled in Long Term Disability (LTD) your plan vendor is changing to [Lincoln Financial](#). You also may want to consider enrolling in [Short Term Disability \(STD\)](#) or [Flexible Spending](#) as well as updating your beneficiaries.
6. If I make changes, how will I know my changes are saved?
 - a. You will receive a confirmation email for your [Edison](#) enrollment/changes and, if applicable, any enrollment/changes to your [Payflex](#) flexible spending account.
7. Can I enroll in the Limited Flexible Spending Account (LFSA)?
 - a. ONLY if you’re enrolled in the [CDHP](#) medical plan with the health savings account.
8. Can I enroll in Dependent Care for my spouse?
 - a. Dependent Care is for school age and younger children. It may also be used for adult/elder care. This is typically not for your spouse. Please call Pam Trent at 615-963-7433 if you have questions.
9. How do I get my User Name and Password?
 - a. Visit the [Edison](#) website and review the white box that reads ‘1st Time Login/Password Reset’. Follow the instructions therein.
10. I don’t know what my [Edison ID](#) is. How can I find it?
 - a. Your Edison ID can be found on any of your health care cards (number begins with 00). You may also visit the [Partners for Health](#) website and click on the green [Help](#) icon on the bottom right-hand side of the screen. You will be able to [chat](#) with a Benefits Administration representative who can give you your Edison ID. You may also call 615-963-7558 to request it.
11. What do I do if I’m having trouble enrolling in [flexible spending](#)?
 - a. Please visit the [HR Annual Enrollment](#) webpage and scroll down to the **Payflex** Instructions. Make sure you receive a confirmation email once you have enrolled.
12. I want to add additional contributions to my health savings account (HSA). How do I do this?
 - a. Once AETP closes, employees enrolled in a [CDHP](#) will be emailed a form they’ll use to have additional contributions deducted from their paycheck. Make sure you receive a confirmation email from ptrent@tnstate.edu.
13. What are the [Wellness Incentives](#)?
 - a. Employees and their eligible spouses can earn up to \$300 in financial incentives for volunteering to participate in wellness. Funds are paid out on the employee’s paycheck and are subject to income taxes. More details to come!