

## AETP FREQUENTLY ASKED QUESTIONS

1. When is the [Annual Enrollment Transfer Period \(AETP\)](#)?
  - a. October 1 – 12, 2018. AETP will end promptly at 4:30 p.m. on Friday, October 12, 2018.
2. The Benefits Fair is on Wednesday, October 3, 2018 10:00 am – 2:00 pm. 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. I don’t know what my [Edison ID](#) is. How can I find it?
  - a. Your Edison ID can be found on your CVS Caremark card (prescription card) (number begins with 00). You may also call 615-963-7558 to request it.
4. How do I get my User Name and Password?
  - a. Visit the [Edison](#) website and review the white box that reads ‘**1<sup>st</sup> Time Login/Password Reset**’. Follow the instructions therein.
5. How do I log into [Edison](#)?
  - a. Click on the [Edison](#) link, then follow the instructions for ‘**1<sup>st</sup> Time Login/Password Reset**’. There is also a short [video](#) that will help guide you.
6. 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.
7. Do I **have** to make changes?
  - a. No.
8. 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.
9. Am I automatically enroll in the flexible spending for 2019?
  - a. **No. You must re-enroll every year using the [Payflex](#) site.** You may carry over \$500 into 2019, but it must be used by March 31, 2019. Make sure you receive a confirmation email when you enroll.
10. 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.
11. Can I enroll my spouse in Dependent Care?
  - 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.
12. 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.
13. 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 to use to have additional contributions deducted from their paycheck. Make sure you receive a confirmation email from [ptrent@tnstate.edu](mailto:ptrent@tnstate.edu).
14. What are the [Wellness Incentives](#)?
  - a. Stand by for information regarding the [Wellness Incentives](#).