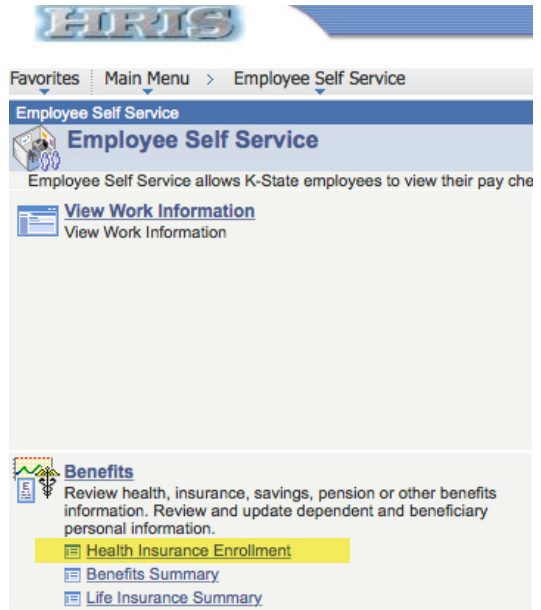


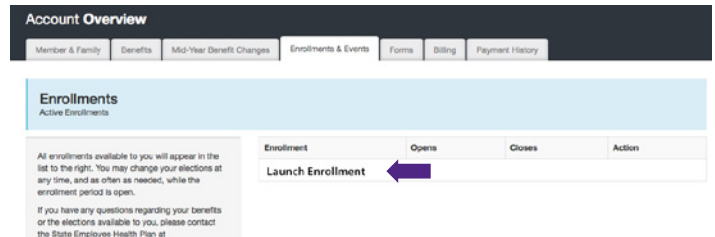
## TO ENROLL FOR HEALTH INSURANCE

For new hires or employees recently eligible for health insurance.

- Log into HRIS as you do to review your paycheck.  
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefits**.
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP Portal.
- Once you are in the MAP Portal, click on **Enrollments & Events; Launch Enrollment**.



- Make your selections for coverage as the program prompts.
- Click on the **"I have read and agree..."**
- Click **Continue**.
- Do a screen print (**Ctrl + P**) for your records.
- Log out of the Member Portal.



*If you are adding dependents, you will need to add them to your MAP Portal first. For instructions on how to do this, see **ADDING A DEPENDENT**.*

- If you are adding a dependent, a listing of dependent documentation can be found at  
<http://www.kdheks.gov/hcf/sehp/DependentDoc.htm>.