

MAP PERSONAL UPDATES

Update would be used for address changes, corrections to Social Security Number, Date of Birth, etc.

- 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 **Edit Your Information**.



- In this window you are also able to edit the information of a dependent. Select the name of dependent, click **Edit Your Information** and change the applicable information.
- Make your changes.

Member & Family Information				
Add and Edit Family Members				
Family Member (click to view)	Relationship	On Benefits	Eligible	Willy Wildcat
Willy Wildcat	Employee	Yes	Yes	Employee ID: W0000000000000
Willa Wildcat	Spouse	Yes	Yes	Gender: Male
Purple Wildcat	Son	Yes	Yes	Marital Status: Married
White Wildcat	Daughter	Yes	Yes	

- **Save Changes**.
- Log out of the Member Portal.

Prefix
 First Name
 Middle Name
 Last Name
 Suffix
 Date of Birth (Data hidden from view)
 Social Security Number (Data hidden from view)
 Gender
 Marital Status
 Race
 Ethnicity
 Edit Reason
 Please provide a brief explanation for the change you are requesting