SUBMISSION OF A COMMUNICATION FORM

Communication forms can be submitted to request account information, to address an account issue and to dispute account information.

- 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 Mid-Year Benefit Changes.
- Click on Start a New Request.
- Click on the radio button Communication Form.
- Click on the “I have read and agree...”
- Click Continue.
- Explain your situation/request in the Your Message box.
- Click on Submit Request.
- Log out of the Member Portal.