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 elD 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

  https://healthbenefitsprogram.ks.gov/sehp/dependent-documentation-requirements