KANSAS STATE

Human Capital Services

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.



Member & Family Benefits Mid-Year Benefit	Charges Enrolments & Events	Forms Billing Pa	yment History	
Mid-Year Benefit Changes				
Change Requests				
The table to the right contains a list of all your currently active chance requests. These requests	Request Type	Bequest Date	Status	Action
	No Active Decumpts			
may have been submitted by you, or may have been submitted on your behalf by your Human	ine return response	4		
Resources department.	Otart a New Request			
You may view, cancel and create Mid-Year change				

- 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.