## KANSAS STATE

## Human Resources

TO ENROLL FOR HEALTH INSURANCE	Benefit In	formation
For new hires or employees recently eligible for health insurance.		
<ul> <li>Log into HRIS as you do to review your paycheck. https://hris.k-state.edu/</li> </ul>	( <del>)</del>	
• Go to Employee Self Service.	C Employee Self	Service Homepage
Click on Benefit Information.	📄 Benefits Sun	ımary
Click on Health Insurance Enrollment.		Consultance t
• You may need to re-enter your <b>eID</b> and <b>password</b> to login to		
the MAP Portal.		
	🔚 Life Insurance	Summary

- 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

Account Overview											
Member & Family	Benefits	Mid-Year Benefit Changes		Enrollments & Events	Forms	Billing	Payment History				
Enrollments Active Errollments											
All enrollments available to you will appear in the		Enr	Enrollment		ens	Closes		Action			
any time, and as often as needed, while the enrollment period is open.			La	unch Enrollment							
If you have any que or the elections ava the State Employee	stions regardi ilable to you, Health Plan a	ng your benefits please contact it									