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 Benefit Information

- 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.