KANSAS STATE

Human Resources

SUBMISSION OF A COMMUNICATION FORM **Benefit Information** 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. C Employee Self Service Homepage https://hris.k-state.edu/ 📄 Benefits Summary • Go to Employee Self Service. Click on Benefit Information Health Insurance Enrollment • Click on Health Insurance Enrollment. Life Insurance Summary • 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 Mid-Year Benefit Changes.

 Click on Start a New Request. 	Account Overview Merter & Family Banefits Mid-Near Benefit D'arges Exretiments & Events Fame Billing Payment History
	Mid-Year Benefit Changes Otarge Requests
	The table to the right contains a list of all your currently active charge incluses. These requests may have been sectioned by your. Hrman Resourced cooptimited by your. Hrman Resourced cooptimited are requested to the rest of the res
Click on the radio button Communication Form.	Mid-Year Benefit Change Request
Click on the "I have read and agree"	Choose a Request Type
Click Continue.	Member Recuests Member Networks White Counsign Mich Yeas FRA Health Caury (Linkins Scoop) Mid Year Change FRA Health Caury (Linkins Scoop) Mid Year Change FRA Expendent Camp Mid-Net Change Communication Form
	Dependent Requests Ads/Drop a Dependent fue to a Orange in Coverage Ads/Drop a Dependent Deate I Discover Or Dependent Herroxe Invergible Dependent
	I have need and agree to the User Agreement and Attestation Continue
Explain your situation/request in the Your Message box.	Communication Form
Click on Submit Request.	Your Neesapo Pesana aaa this form to submit a incurso for aix exception or rapped registring your current SDPP beams.
Log out of the Member Portal.	Bubmit Request. What hegoes when I submit a request?