

2027 KSU Open Enrollment Guide

How to elect benefits effective January 1, 2027

Open Enrollment: October 1–31, 2026

All benefit-eligible employees must complete Open Enrollment to **elect or waive State Employee Health Plan (SEHP) benefits for 2027.**

Follow the steps below to access the enrollment portal, make your benefit elections, and confirm that your enrollment has been successfully submitted.

Before You Begin

Before starting your enrollment:

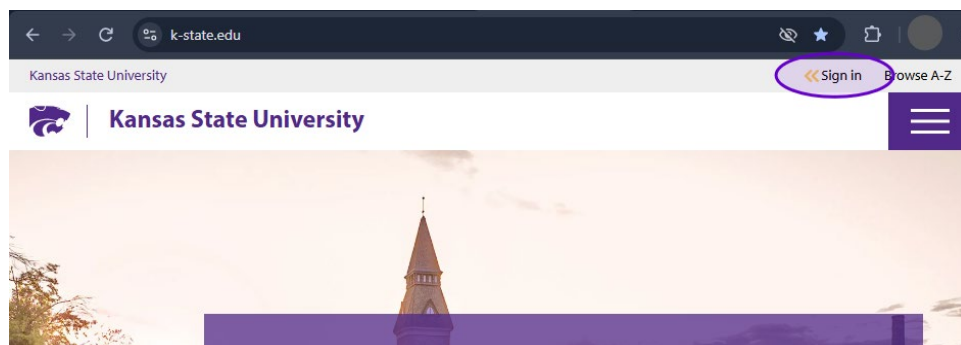
- Review the 2027 Enrollment Guide and plan changes on the K-State Open Enrollment webpage.
- Compare plan premiums, provider networks, prescription coverage, deductibles, and out-of-pocket costs.
- Have your K-State eID and password available.
- Have information available for any dependents you plan to add to coverage.

Access the Enrollment Portal

1. Go to the K-State website

Go to www.k-state.edu

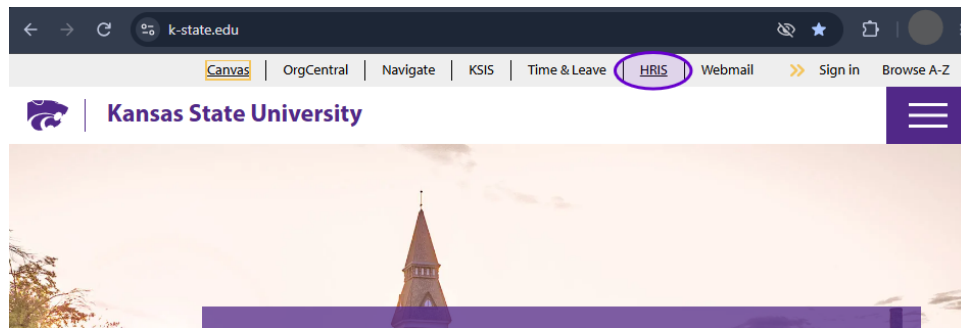
Select **Sign in** in the upper-right corner of the page, then select **HRIS** from the available links



2. Sign in to HRIS

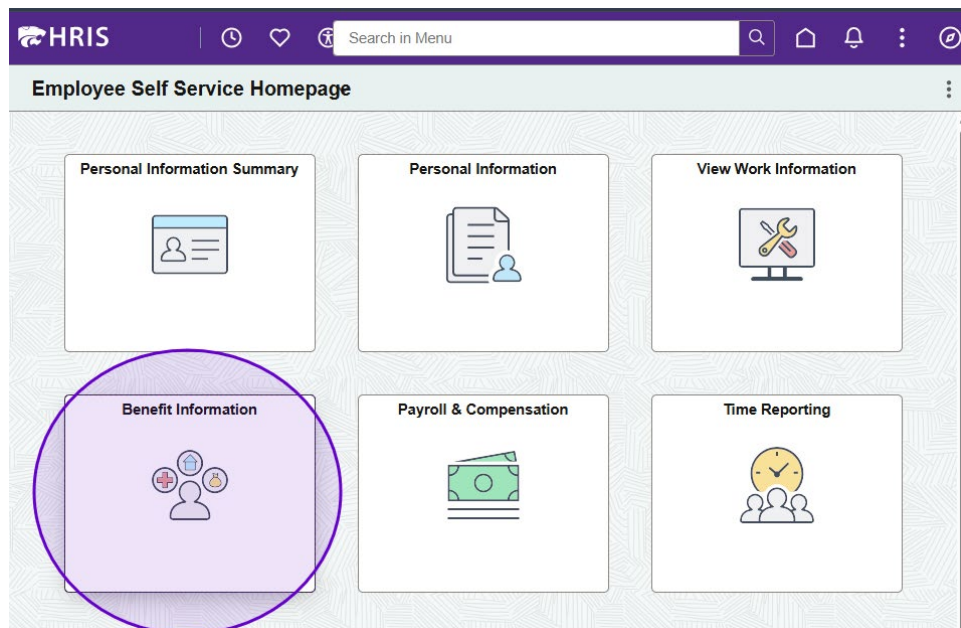
Enter your **K-State eID and password**. Complete any additional verification requested.

Your eID is the username used for your K-State email account.



3. Open Benefit Information

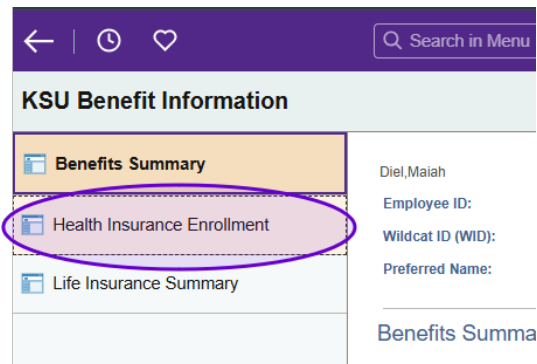
On the Employee Self Service Homepage, select the Benefit Information tile circled below.



4. Open Health Insurance Enrollment

Select **Health Insurance Enrollment** from the menu.

A new page will open. Sign in again if prompted to access the **Member Administration Portal (MAP)**.



5. Verify member and family information

In MAP, review your Member & Family information and contact details.

Confirm that your:

- Address is correct
- Contact information is current
- Dependents are listed correctly

If you need to add a dependent, follow the instructions in MAP and provide any required documentation.

Not sure what dependent documentation is required? You can find that information [here](#).

6. Select the 2027 enrollment event

In MAP - Select **Enrollments & Events**.

Under **Account Enrollment Periods**, locate:

2027 State of Kansas Active Open Enrollment

Confirm that the enrollment period is **October 1–31, 2026**, then select **Launch Enrollment**.

Member Portal Account Overview Logout

Account Overview

Member & Family Benefits Mid-Year Benefit Changes **Enrollments & Events**

SEHP Vendors Forms Billing Documents Payment History

Enrollments
Active Enrollments

All enrollments available to you will appear in the list to the right. You may change your elections at any time, and as often as needed, while the enrollment period is open.

If you have any questions regarding your benefits or the elections available to you, please contact the State Employee Health Plan at sehpmembership@ks.gov.

Account Enrollment Periods

Enrollment	Opens	Closes	Action
2027 State of Kansas Active Open Enrollment - 24 Deduction Cycles	October 1st, 2026	October 31st, 2026	Launch Enrollment

For State of Kansas Active Employees Only: To see if you qualify for the HealthyKids Program please complete the online application by visiting the website at <https://healthykids.ks.gov>.

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Don't see the 2027 Open Enrollment event?

If the event is not listed or you are unable to launch it, contact benefits@ksu.edu for assistance.

Make Your 2027 Benefit Elections

7. Begin making your elections

Review the enrollment welcome page and confirm that the effective date is:

January 1, 2027

Then select **Begin Making Your Elections** at the bottom of the page.



Welcome to the 2027 State of Kansas Active Open Enrollment - 24 Deduction Cycles Enrollment Portal.

MAP Technical Support is available Monday-Friday from 7 AM-5 PM by calling 1-800-832-5337 (Toll Free).

Please begin making your elections by clicking the "Begin Making Your Elections" button below. You may change your elections as often as needed until the enrollment portal closes on 10/31/2026.

The premium incentive discount status shown in this portal is effective as of 01/01/2027.

To view a summary of each health plan's benefits and coverage, review the Summary of Benefits and Coverage available on the SEHP's website at: <https://healthbenefitsprogram.ks.gov/sehp/summary-of-benefits-and-coverage>.

To learn more about all programs of the State Employee Health Plan, visit our webpage at: <https://sehp.healthbenefitsprogram.ks.gov/>

Uses and Disclosures of Protected Health Information by the Health Plan Administrators (SEHP Vendor Partners) is necessary for the operation of the SEHP:

- They can use your health information and share it with professionals who are treating you.
- They can use and disclose your information for the operation of the health plan or their organization and contact you when necessary.
- They can use and disclose your health information as they process and pay for your health services.
- They may disclose de-identified aggregated health information to the health plan sponsor.
- They may use or share your information to contribute to the public good or for public health, safety, and research.
- The State Employee Health Plan, and our Vendor Partners, will also share information about you if required by State or Federal laws or regulations, including sharing with applicable State or Federal regulatory agencies.

Please Note: If you log out or click the "Leave Without Saving" button before completing this enrollment and submitting your elections, all your elections/changes will be lost.

Begin Making Your Elections

Leave Without Saving

8. Review, submit and save your confirmation

Before submitting, review your elections one final time and make sure they reflect the coverage you want effective **January 1, 2027**.

Complete all required acknowledgments and continue through the **final submission step**.

Your enrollment is not complete until the portal confirms it has been submitted.

Once complete, **save or print your confirmation/election summary** for your records.

IMPORTANT: If you log out or select **Leave Without Saving** before completing and submitting your enrollment, your changes may be lost. Simply opening the enrollment event or selecting plans does not complete your Open Enrollment.

Need to make a change?

You may update your elections while Open Enrollment remains open through 10/31/2026.

If you make changes, be sure to **complete the submission process again** and save the updated confirmation.

All elections must be completed by October 31, 2026.

New Hires & Newly Eligible Employees

You must complete **TWO** separate enrollments.

If you were hired or became benefits-eligible during the current academic year, you may need to complete both of the following:

1. Initial enrollment for 2026 benefits

Complete your new hire/newly eligible enrollment to elect coverage through **December 31, 2026**. This enrollment must be completed within **31 days of your eligibility date**. You may have already completed this step.

2. 2027 Open Enrollment

Complete the 2027 Open Enrollment process to elect or waive benefits effective **January 1, 2027**.

IMPORTANT: Completing your initial enrollment does **not** count as your 2027 Open Enrollment. You must complete both enrollment processes to ensure your elections are in place for the remainder of 2026 and for 2027.

Need Help?

Benefits or enrollment questions

Please contact your department's HR Liaison first with questions. Your HR Liaison can assist with many common enrollment questions and will often be able to provide the quickest response. If additional assistance is needed, please email benefits@ksu.edu. Due to the high volume of inquiries during Open Enrollment, response times from the Benefits team may be longer than usual.

HRIS login or technical issues

Submit a support ticket to K-State IT. For your security, do not send passwords or sensitive dependent information by email.