

Higher Ed, Local Ed & Local Gov Employee Self Service (ESS) Instructions, page 1

- > Log in to Edison at https://hub.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST.
- > *Please note that these instructions are for enrolling on a computer. Button locations may be different if you are enrolling on a mobile device.*
- > If you are on a computer, once logged in to Edison, click **Self Service>Employee Work Center>Benefits Enrollment**.
- > On the Benefits Enrollment page, click **Start**.
- > You are now on the main welcome page for benefits enrollment.
- > Click **Next** in the top right corner to move to the next page to start the enrollment process.
- > This page allows you to review your phone numbers. You can click the > arrow next to the phone number to change it or click the + sign to add one. Make sure to click the green **Save** button to save your change if you made one. When you are finished making changes or have no changes to a phone number, click the **Next** button at the top.
- > This page is the **Benefits Enrollment** page. Here, you can see your insurance costs and a breakdown of those costs. This page is a summary page that you will return to throughout the enrollment process.
- > Please note that if you are a local education or local government employee, your final costs will be different depending on how much your agency may contribute to your premium.
- > Be sure to read all of this information carefully. You will only see the plan options that are available to you.
- > Scroll down to get to the **Benefit Plans** section. Click on **Review** on the first tile labeled **Medical**.
- > Under **Enroll Your Dependents**, click on **add/update dependent** to cover him/her in Medical insurance.
- > Under **Enroll in Your Plan**, click the **Select** button next to your plan choice. If you want to see all plans and pricing, click the **Overview of All Plans** button at the very bottom and the **X** when ready to close it.
- > Click the green **Done** button at the top right to save your changes or click **Cancel** in order to return to the main **Benefits Enrollment** page if you have no changes.
- > Continue to click on each tile one at a time to **Review** each of them and to make any necessary changes. Each time click the green **Done** to close the window for that tile and to return you to the main **Benefits Enrollment** page.
- > On this main page, you will notice the **Status** on each of the tiles will change from **Pending Review** to **Visited** if no change was made. The status will show **Changed** if a change was made. Use this **Status** indicator to help you keep track of what tiles you have clicked on.
- > Once you have reviewed all the different benefits tiles and made all your changes, you can click the green **Submit Enrollment** button towards the top of the main **Benefits Enrollment** page.
- > A pop-up **Benefits Alerts** window will give you a notification that you have successfully submitted to the Benefits department. There may be a list of warnings for you to pay attention to, for example, whether or not you need to upload documents for your dependents.
- > From here, click **View**.
- > This will take you to your **Enrollment Preview** statement, which you can print or save directly from here. Please note this is not your final enrollment statement. After the enrollment period ends, you can log in to Edison to view/print your final confirmation statement. You will also receive a confirmation statement in the mail.
- > Click the **Expand All** button to open all of the categories so you can review all the information provided OR you can click each arrow and go through one section at a time. Or you can click on **Print View** to get a printable version of the statement to save for your records.
- > When you are finished with the **Enrollment Preview** statement, click the **X** in the right corner to close the window.
- > This will take you to a document upload page. If you have added new dependents, click the **Upload Documents** button. Choose your dependent verification documents and then click the **Next** button at the top of the page. There is a link to a list of acceptable documentation on this page.
- > If you did not add any new dependents, click the **Next** button at the top of the page.

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- > Higher Education employees will be taken to the **TN Insurance Beneficiary Summary** page to review your beneficiaries. Make sure you click on each of the three tabs at the top to review the information provided. If no changes are needed click **Continue**. Local Education and Local Government employees will not see this page.
- > Higher Education employees, if you need to make updates, click the **Update Beneficiaries** button and **Save Changes** once complete. Once you have verified your information, click the **Continue** button.
- > All employees: once you have fully completed the enrollment process you will receive a **Benefits Alerts** pop-up message that starts with: **Your benefits choices have been successfully submitted....**
- > Click **OK**.
- > You will be taken back to the **Benefits Enrollment** page. Notice that your Benefits Enrollment step on the left now indicates Complete status instead of Pending Review or Visited status.
- > You can now view a Benefits Statement of your selections by going to the **Benefits Statements** step at the bottom of the list of steps on the left hand side.
- > Click the **Exit** button in the left corner towards the top to exit the process.

To add dependents

- > If faxing hard copies, send to 615.741.8196 and include your name and employee ID (found on the front of your CVS/caremark card) on each page. You can also ask your agency benefits coordinator, or ABC, for your employee ID.
- > All dependent verification documents must be received on the last day of your enrollment period. If you do not submit proper documents, your dependents WILL NOT be enrolled.

If you have trouble logging in to Edison, go to the Edison home page and instead of clicking on the red Portal Login button, click on the First Time Login/New Hire blue button. It will take you to a page where you can verify your identity and receive your Access ID. Higher Education, Local Education and Local Government employees can call the Benefits Administration Service Center at 1-800-253-9981 or 615-741-3590.