PARTNERS FOR HEALTH

Retiree Self Service Instructions, page 1

- Log in to Edison at https://www.edison.tn.gov.
- If you are on a tablet or mobile device, once logged into Edison, click on the Annual Enrollment box, also called a tile. *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 into 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. This page includes instructions on the enrollment process. You can watch the video to see what you need to know this year. Be sure to read all this information carefully.
- Remember all enrollment requests will be subject to eligibility criteria as outlined in the state plan documents and guides for continuing insurance at retirement.
- 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 to review your current address on Edison. Similar to the phone number page, you click the > arrow next to the address to change it. Make sure to click the green Save button to save your address change if you made one. When you are finished with the address page, click the Next button at the top for the next page.
- This page is to review, change or add any current dependent information. Similar to the previous pages, you will click the > arrow next to the dependent to make a change.
- Please note retirees are not eligible to add themselves to coverage on the medical plan during annual enrollment. However, if you are currently covered on the medical plan and you will continue to be covered on the plan as of January 1st, you may be eligible to add dependents to your medical plan.
- Click the Add Dependent button to add any dependents you wish to enroll that are not showing already. Complete the fields in the pop-up window. Fields with asterisks, including date of birth, name, and Social Security number are required. Click the green Save button. If you have additional dependents, click on Add Dependent again.
- When you are finished with the dependent page, click the Next button at the top.
- This page is the Annual Enrollment page. Here, you can see your insurance costs per month and a breakdown of those costs. This page is a summary page that you will return to throughout the enrollment process.
- 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, check the boxes next to the dependent's name 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 Annual Enrollment page if you have no changes.
- 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.
- If you are eligible for retiree dental or retiree vision, 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 Annual Enrollment page.
- Remember enrollment on the retiree dental and retiree vision plans are subject to eligibility. Please refer to the retiree annual enrollment newsletter for a reminder on the eligibility rules.
- If you see a tile for The Tennessee Plan, this benefit is not available to request online changes. Please contact Benefits Administration directly if you want to make a change for 2020.

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Retiree Self Service Instructions, page 2

- 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 **Annual Enrollment** page. If you are on a mobile device, the button may display at the bottom of the screen.
- 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 will receive an email to let you know that you can log in to Edison to view/print your final confirmation statement and 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 Continue 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 Continue.
- 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 Annual Enrollment page. Notice now that your Annual 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.
- All dependent verification documents must be received by 4:30 p.m. Central time on the last day of your enrollment period. If you do not submit proper documents, your dependents WILL NOT be enrolled.

If you need assistance, call Benefits Administration at 615-741-3590 or 1-800-253-9981 and select option 3 and 3 again to speak to a retirement representative. You may also select option 2 if you have questions about your retirement insurance.