If you have trouble logging in to Edison, go to the Edison home page and click on the green Annual Enrollment button. It will take you to a page with options on how to either retrieve your Access ID or reset your password. Active State of Tennessee employees can call the Edison Help Desk for password assistance at 866.376.0104.

> Log in to Edison at https://hub.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST.

> If you are on a tablet or mobile device, once logged into Edison, click on the Annual Enrollment 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.

> 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.

> You can also 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 will take you to the CDHP Acknowledgment page. If you will not be enrolling in a CDHP, you do not need to do anything on this page and can just click the Next button to get to the next page. However, if you enrolled in a CDHP, you must agree to this acknowledgment. Once you've read this information, click the check box next to "I understand and agree" and click the Save button. Then click the Next button.

> This will take you to the FSA Acknowledgment page. If you will not be enrolling in either the Flex Spending Medical or Flex Spending Limited Purpose plan, you do not need to do anything on this page and can just click the Next button. If you enrolled in one of these FSA plans, you must agree to this acknowledgment. Once you've read this information, click the check box next to "I agree" and click Save. Then click the Next button.

> This page is the Annual 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.

> 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.

> If you chose the CDHP/HSA medical plan, scroll down until you see the Health Savings Account tile at the bottom of the tile list. Click on this tile.

> Click Select next to the HSA plan you are eligible for. It will be the only Select button that is not grayed out. At the bottom, you can also enter a total annual amount you want deducted from your paycheck that will transfer to your health savings account. Enter the amount you want. Click Done when finished.

> 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 Annual 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 of the different benefits tiles and made your changes, you are ready to continue. Click the green Submit Enrollment button towards the top of the main Annual 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 or if you need to provide a statement of health for enrolling in disability.

> 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.

> 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.

> If you did not add any new dependents, click the Next button at the top of the page.

> This will take you 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.

> 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.

> 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.