

State Employee Self Service (ESS)

Instructions, page 1



- Log in to Edison at www.edison.tn.gov.
- If you log in to Edison through the green Benefits Enrollment button, once logged in, 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 log in to Edison through the red Employee Portal Login button, once you are logged in, click **Benefits & Health>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 also 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 will take you to the CDHP acknowledgment page. If you will not be enrolling in a Consumer-driven Health Plan, 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 are enrolling 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." Then scroll back to the top and click **Save**. Then click **Next**.
- This will take you to the **FSA Acknowledgment** page. If you will not be enrolling in either the flexible spending medical or flexible spending limited purpose plan, you do not need to do anything on this page and can just click the **Next** button. If you are enrolling 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 **Dependent Information** page. If you need to add a new dependent, click the **Add Dependent** button.
- Add your dependent's information. You must enter their Name, Date of Birth, Gender, Relationship to Employee, Marital Status and Social Security Number. You have the option to add an address, phone number and email if different than yours. Scroll down to see more fields. Once you've added this information, click **Save** in the top right corner.
- You will see a popup message that tells you supporting documents are required. Click **OK**.
- Click the **Upload Documents** link in the Attachment column to upload your documents. If you don't have your documents available, you can return to this step before the end of the enrollment period to upload them. You can also fax documents to 615.741.8196 or upload them in Zendesk at <https://benefitssupport.tn.gov/>. Include your name and Employee ID (found on the front of your CVS Caremark card) on each page if you are not uploading the documents directly in Edison.
- The next page will show the documents needed based on the type of dependent you added. Select the type of document you are adding in the **Category** and then click **Add Attachment**.
- Select **My Device**.
- Find the document
- Then click **Done**.
- Follow the same process if you have additional attachments. Once you are done adding attachments, click **Done**.
- You will then see a message that approval is required. Click **OK**.
- Once you have uploaded documents for all new dependents, click **Next**. If you don't have any new dependents to add, click **Next**.
- This will take you to a page to review your beneficiaries. Click on each tab to review the information provided and make updates as needed using the **Update Beneficiaries** button. Once you've verified your information, click **Next**.
- This is the **Annual Enrollment** page. Here, you can see your insurance costs. This page is a summary that you will return to throughout the enrollment process.

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Instructions, page 2



- Scroll down to get to the **Benefit Plans** section. Click on the **Medical** tile to review your medical insurance choices.
- Here you'll see an overview of all the medical plans offered to you. If you wish to include your dependents on your medical plan, select the check box next to their name. If you forgot to add a dependent on the **Dependent Information** step, you can also do that here by clicking the **Add/Update Dependent** button. Don't forget to check the box to add any new dependents to coverage.
- At the bottom of the page is an overview of all plans button, which allows you to see all the plans together. Once you've decided which medical plan is right for you, click **Select**. Then click **Done**, or if you have no changes, click **Cancel**.
- This will take you back to the main benefits selection page. Select each tile to review your plan options. As you go through the choices for all your benefits, the status will update to **Changed** or **Visited**. You will only see tiles for plans that you are eligible for.
- If you are enrolling in a CDHP/HSA medical plan, scroll down to **Health Savings Account** and click on the tile.
- This is where you can select the HSA you are eligible for and can enter the total annual amount you would like to deduct from your paycheck to transfer to your health savings account. This amount will be split evenly across your paychecks for the year. Click **Select** for the plan you're eligible for. All other choices will be grayed out.
- Enter the amount you want to contribute and click **Done**.
- You can also choose to put the money you earn for completing wellness activities directly into your HSA if you are enrolled in a CDHP. If you would like to enroll in this program, click the **HSA Wellness Incentive Pay** tile.
- Click **Select** for the plan you're eligible for. All other choices will be grayed out. You'll have to earn this incentive money by completing your wellness activities. Only the amount you actually earn will be put into your HSA. Note that any wellness incentives earned and deposited to your HSA count toward the IRS maximum limits, as do your contributions and any employer contributions. Click **Done** if you enrolled or **Cancel** if you choose not to enroll.
- Once you finish making all your changes, click the **Submit Enrollment** button in the upper-right corner of the page. If you're using a mobile device, this button may appear in a different place on the screen.
- A pop-up window will display. 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 need to provide a statement of health for enrolling in disability. You must select **Done** or **View** on the pop-up window for your benefits choices to be submitted.
- If you select **View**, this will take you to your enrollment preview statement, which you can print or save directly from here. If you don't see an enrollment preview statement, go back to the **Annual Enrollment** page and click the **Submit Enrollment** button. 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 into Edison to view or print your final confirmation statement. Click the **Expand All** button to open all 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.
- This completes the ESS enrollment process. You will notice next to **Status** there is now the word Submitted, and this is how you know the ESS enrollment process is complete. If you have a current email address in Edison, you will also get an email letting you know that your enrollment has been received. If you log back into annual enrollment again, it will take you to the last page you worked on. If you click on **Benefits Statements**, you can review, print or save your enrollment preview. If you'd like to go back in and make any changes, click on **Annual Enrollment** on the left-hand side and repeat the process.
- If you need additional assistance, call Benefits Administration at 615-741-3590 or 800-253-9981.
- If you need help with your password, call the Edison help desk at 615-741-4357 or 866-376-0104.