

## Retiree Self Service Instructions, page 1

- > Log in to Edison at [www.edison.tn.gov](http://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 address. You can click the > arrow next to the address to change it or click the + sign to add one. Make sure to click the **Save** button to save your change if you made one. When you are finished making changes or have no changes to an address click the **Next** button at the top.
- > This page is to review your current phone number on Edison. Similar to the address page, you click the > arrow next to the phone number to change it. Make sure to click the **Save** button to save your phone number change if you made one. When you are finished with the phone number page, click the **Next** button at the top for the next page.
- > This page is the **Annual Enrollment** page. Here, you can see your insurance costs per month. 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**.
- > 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.
- > Under **Enroll Your Dependents**, check the boxes next to the dependent's name to cover him/her on Medical insurance.
- > If you do not see one of your dependents listed, look for a small scroll bar to the right of the dependent information. Use the scroll bar to see if your dependent's name is lower in the list. If you still do not see your dependent in the list, click the **Add Dependent** button to add any dependents you wish to enroll. Complete the fields in the pop-up window. Fields with asterisks are required. Click the **Save** button. If you have additional dependents, click on **Add Dependent** again. Click the **X** to close out of the Dependent information page.
- > Under **Enroll in Your Plan**, click the **Select** button next to your plan choice. Don't forget to check the box to add the new dependent to coverage. 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 **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 **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 is subject to eligibility. Please refer to the retiree annual enrollment newsletter for a reminder on the eligibility rules.

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- > Once you have reviewed all the different benefits tiles and made all your changes, you can click the blue **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 appear. 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. You must either click on the **Done** or the **View** button on the pop-up window in order for your benefits choices to be submitted. If you click **Done**, you will proceed with finishing up the annual enrollment process.
- > If you 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. There is a link to a list of acceptable documentation on this page. If you have added new dependents, click the **Upload Documents** button. Once the file attachment pop-up window appears, choose your dependent verification documents and then click **Upload**. Next click **Done**. Once the document is uploaded, you can view, confirm or delete the document for a limited time. Click **Confirm** when you are ready. After that, click **Continue**.
- > If you did not add any new dependents, click the next button at the top of the page.
- > Once you have fully completed the enrollment process, you will be taken back to the Annual Enrollment page. Notice that your Annual Enrollment step on the left now indicates Complete status instead of Pending Review or Visited status. This way you know the self service enrollment process is complete. If you have a current email address in Edison, you will also get an email letting you know your enrollment has been received.
- > Before leaving, you can 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. Please note this is not your final enrollment statement but a preview of what you have sent to the benefits department. After the enrollment period ends, you will receive an email letting you know you can log in to Edison to view or print your final confirmation statement. You will also receive a confirmation statement in the mail.
- > 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 2 if you have questions about your retirement insurance.**

**If you have trouble logging in to Edison, go to the Edison home page and click on the green Benefits Annual Enrollment to get help with retrieving your Access ID or resetting your password. You can also call the Edison help desk for log in assistance at 866.376.0104.**