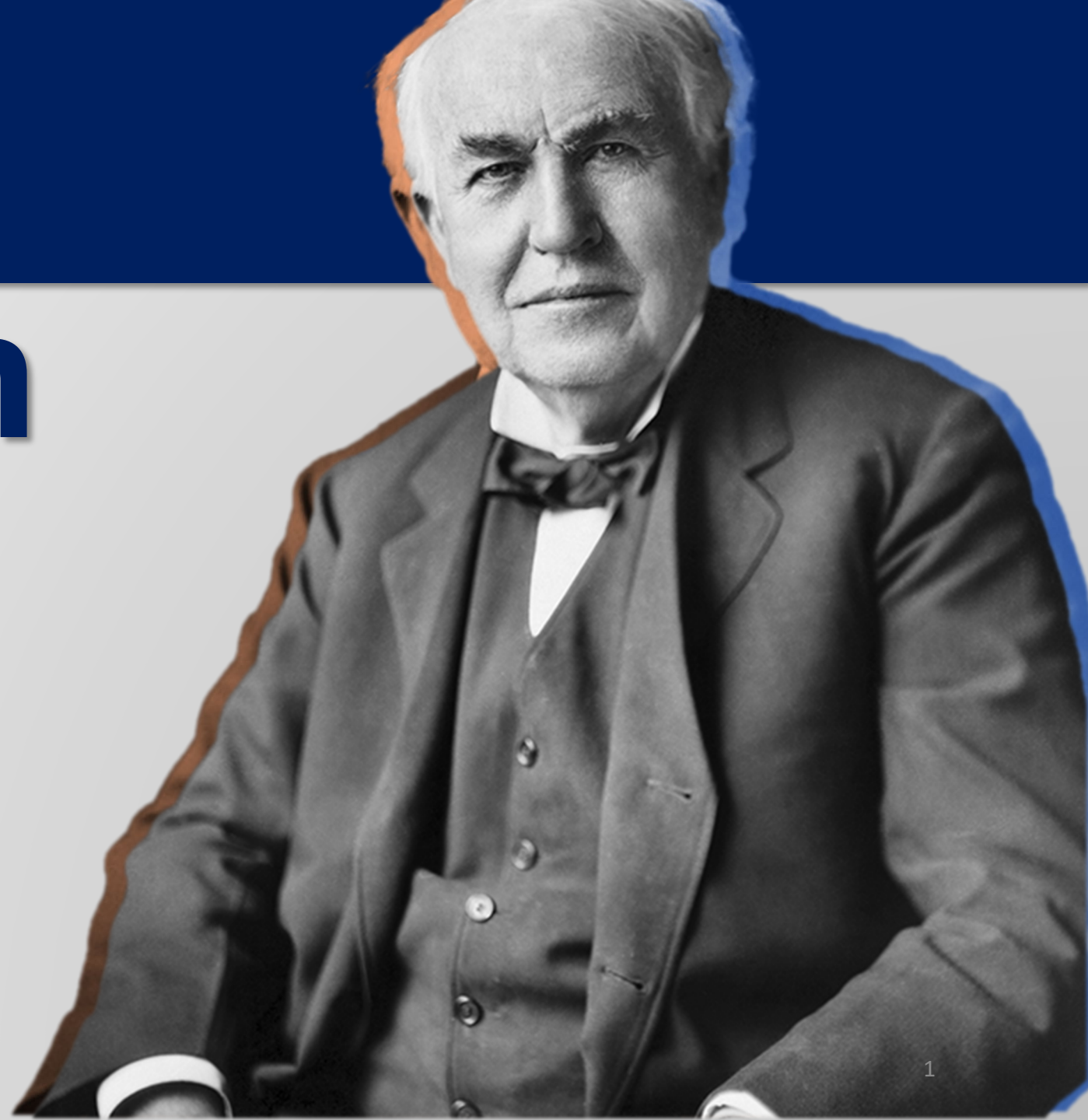


# 'How to' in Edison

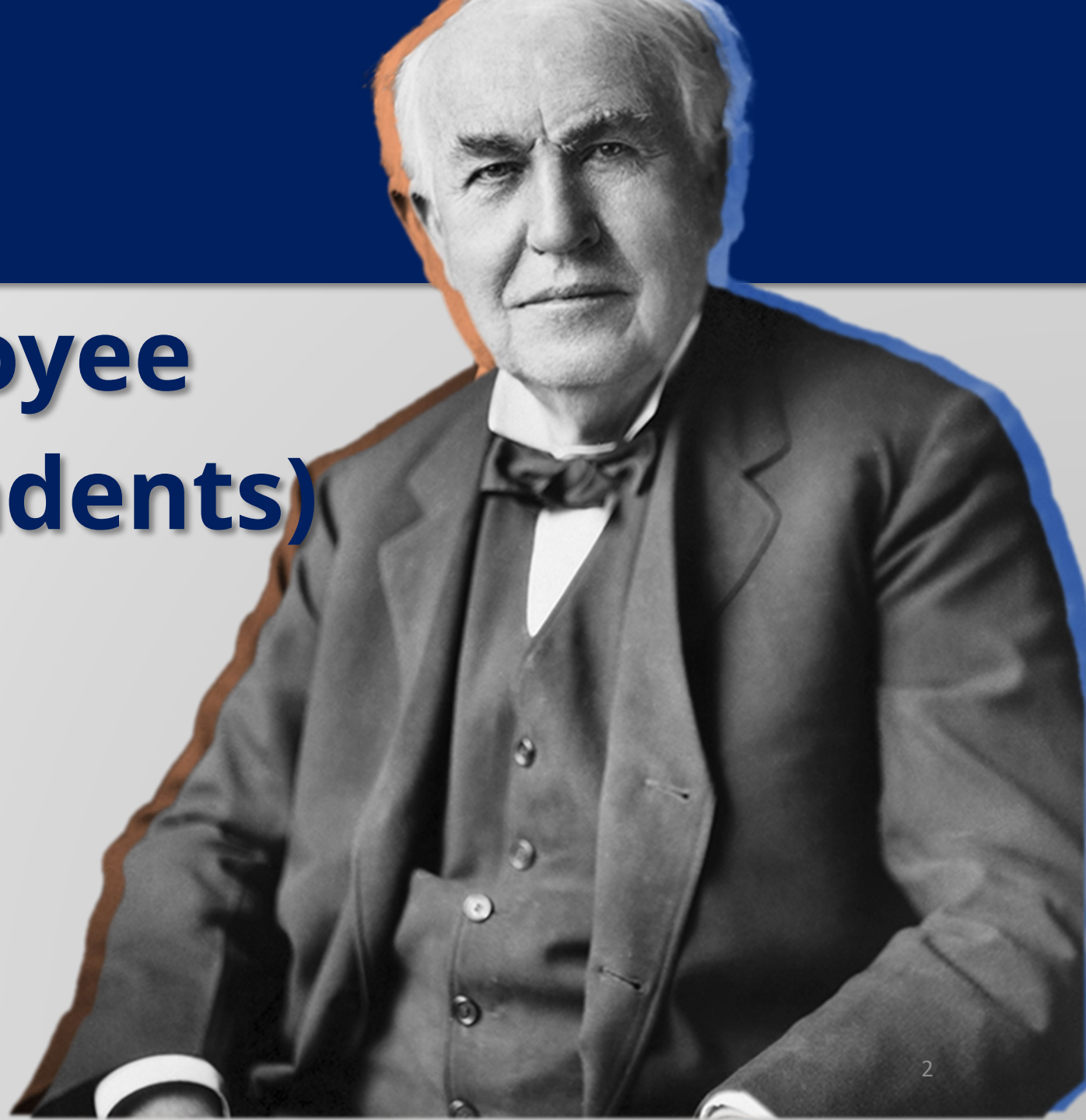
**PARTNERS**  
**FOR HEALTH**



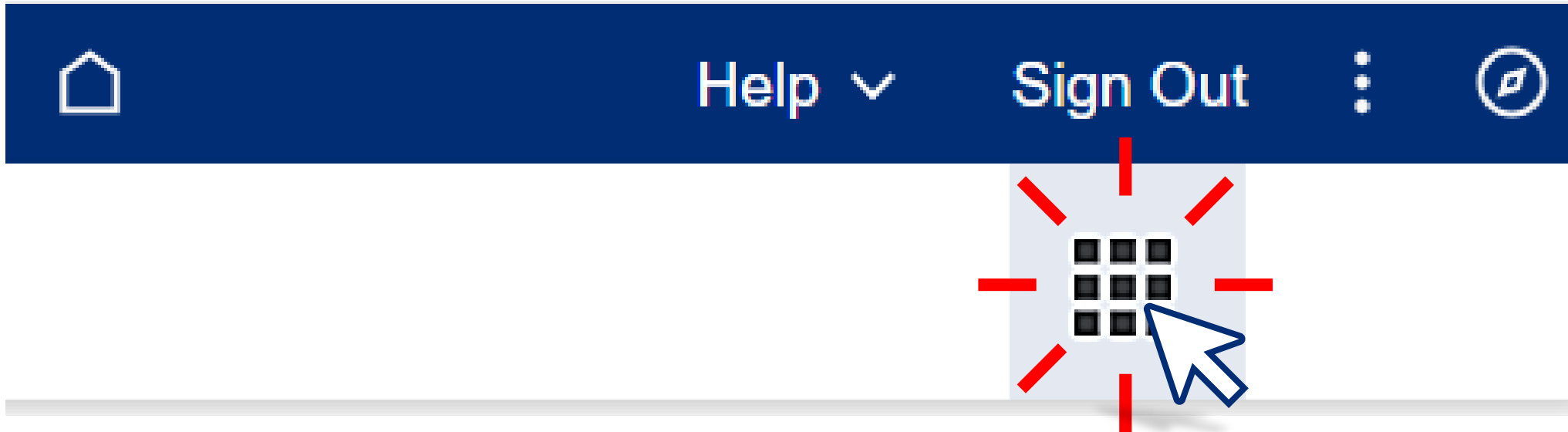
# 'How to'

## enroll an employee (without dependents)

**PARTNERS**  
**FOR HEALTH**



From the Edison homepage click on the 'matrix' at the top, right-hand side of the page.



# Select “Benefits WorkCenter” located under the WorkCenters header.

The screenshot shows the top navigation bar of the TN Edison portal. The bar is dark blue with the 'TN edison' logo on the left, a red alert box in the center stating 'You have 1 Alert', and navigation icons on the right including a home icon, a dropdown arrow, 'Help', 'Sign Out', and a user profile icon. Below the navigation bar is a horizontal menu with five main categories: 'Benefits & Health', 'Learning & Career', 'Pay & Tax', 'Time & Leave', and 'Travel & Expense'. A grid icon is visible on the right side of this menu. The 'Learning & Career' category is expanded, showing a list of links under the 'WorkCenters' header. The 'Benefits WorkCenter' link is highlighted with a red rectangular box, and a blue mouse cursor is pointing at it. Other links in the 'WorkCenters' list include 'Expenses WorkCenter', 'HR WorkCenter', and 'Learning Home WorkCenter'. To the right of the 'WorkCenters' list are other sections: 'General Information' (with links like ADA Information, Benefits News, ELM News, Edison Metrics and Standards, Finance News, HR News, Payroll Calendars, Payroll News, Procurement News, and Security Information), 'Other Applications' (with 'Report Manager'), and 'User Guides & Support' (with links like Benefits Support Info, ELM Support Info, Finance Support Info, HR Support Info, Payroll Support Info, Procurement Support Info, Time & Labor Support Info, User Guides: 3rd Party, User Guides: FSCM, and User Guides: HCM). On the left side of the expanded menu, there is a 'Quick Links' section with a sub-header and a paragraph of text: 'The links provided here are a curated list of popular links, and various external links. Power users can access workcenters and other systems.'





## Select "Non-Payroll Benefit eForm."

- Review Billing Payment Details
- ▼ Hire eForm
  - Non-Payroll Hire eForm
- ▼ Benefits eForm
  - Benefits SQE Enrollment
  - Non-Payroll Benefit eForm**
- ▼ Queries
  - Query Menu



## Select "Create a Benefit Enrollment Form."

**Benefit eForm**

-  [Create a Benefit Enrollment eForm](#)  
Use this link to start a Benefit Enrollment eForm.
-  [Evaluate a Benefit Enrollment eForm](#)  
Use this link to approve, deny, or recycle a form that has been routed to you for evaluation.
-  [Update a Benefit Enrollment eForm](#)  
Use this link to adjust-and-resubmit or withdraw a form that you initiated before it gets through final approval.
-  [View a Benefit Enrollment eForm](#)  
Use this link to View an existing form - you will only see forms that you have department security access for.



# Enter the employee ID, then click "Search."

## Benefits Add Lookup Search

### Find an Existing Value

#### ▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches  ✎

🔖 Saved Searches  ✎

Empl ID  🔍  
Empl Record   
Event Date  📅

^ Show fewer options



If the employee's information is correct, select "Next."

**Create a Benefits eForm**

**Step 1 of 4: Dependent Enrollment**

Enroll the employee's dependents.

Employee

Name	Fake Name	eForm ID	2583762
Empl ID	00599047	Empl Record	0

Employee has no entered dependents

[Add Dependent](#)

<< Previous    Next >>

<< Search    [ ]





**Using the drop-down box in each section containing an asterisk, select the employee's coverage requested. If the employee has chosen to waive coverage, select "Waive Coverage" for each that apply. Then select "Next."**

**Create a Benefits eForm**

**Step 2 of 4: Benefits Enrollment**

Choose the employee's benefits enrollment options.

Employee

Name Fake Name eForm ID 2583762

Empl ID 00599047 Empl Record 0

Medical

Waive Coverage Coverage Begin Date 02/01/2023

\*Coverage Requested

<< Previous Next >>

**Add any additional comments, then click "Submit."**

**Step 3 of 4: Submit Benefits Data**

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

**Employee**

Name	Fake Name	eForm ID	2583762
Empl ID	00599047	Empl Record	0

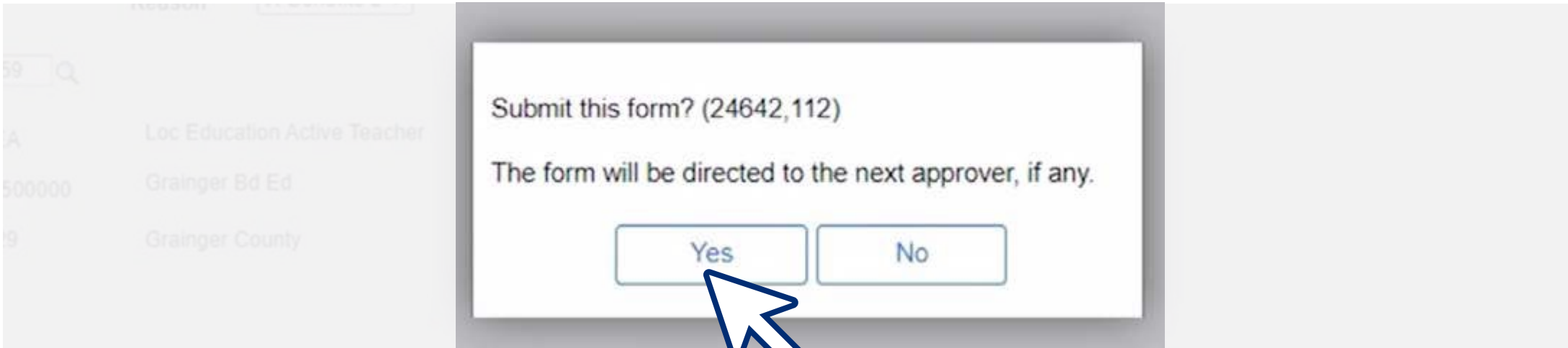
[Add File Attachment](#)

**Comments**

Your Comment:

[<< Previous](#) [Submit](#)

**A message box will appear asking to “Submit this form?” Click “Yes”**



**This screen will show “Form Finalized” with a congratulations message.**

The screenshot displays a web interface for creating a benefits eForm. The title is "Create a Benefits eForm". Below the title, it indicates "Step 4 of 4: Form Finalized". A blue box contains the text "Congratulations, you've done it!". Below this, there is a section for "Employee" details, including "Name Fake Name", "Empl ID 00599047", "Empl Record 0", and "eForm ID 2583762". A section for "Form Status" is also visible, with the text "You have just AUTHORIZED this form."

**Please note:** Any changes that need to be made after a form is approved should be submitted via Zendesk. Edison will send an email with the status of the Benefit eForm after it has been submitted and processed.