HOW TO MAKE YOUR BENEFIT ELECTIONS

Step 1. Open your preferred browser and type in www.ers.texas.gov

Step 2. Click on the brown oval on the right hand side of the page that says “My Account Login”

Step 3. You will be redirected to the login page
**Step 3A.** If you have NEVER worked for a state institution you will need to click on “Register Now” which can be found on the left hand side under the title “Not Registered”. You will need to enter in the personal information that you provided during your hiring process.

**Step 3B.** If you have worked for a state institution in the past then you will click on the brown oval on the left hand side that says “Proceed to Login”. You will be prompted to enter in your username and password. (If you have forgotten your username or password please click on Forgot Username/Forgot Password)
Step 4. Once you are logged into the ERS system you will look for “Post Hire Change”, it can be found under the My Insurance Information section. Please follow the yellow buttons until you see the event description Annual Enrollment, you will click on the yellow box that says select.
Step 5. You will then make your benefit elections. (Please make sure to have any dependent information on hand such as social security numbers and birth dates)

Step 6. Once all elections have been made and you have verified the accuracy of your benefits, you will need to validate and finalize your selections.
Step 7. If you correctly validated your benefits you will be redirected to the next screen that says **Benefits Summary**. You can change the date on the screen to see when your benefits will begin.

<table>
<thead>
<tr>
<th>Type of Benefit</th>
<th>Plan Description</th>
<th>Coverage or Participation</th>
<th>Total</th>
<th>State Pays</th>
<th>You Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit</td>
<td>Full Time Employees</td>
<td>Health Coverage Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To view more details, click any of the links below.

**Benefits Summary Information**

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**IF YOU ARE RECEIVING AN ERROR:**

Step 1. If you are receiving an error message that says **“You are not allowed to submit your Post Hire Change request at this time for one of the following reasons:”** Please go back to the home screen and click on **Benefits Enrollment**. You will then see the option to enroll in benefits (reference step 4 for a visual of the home screen)