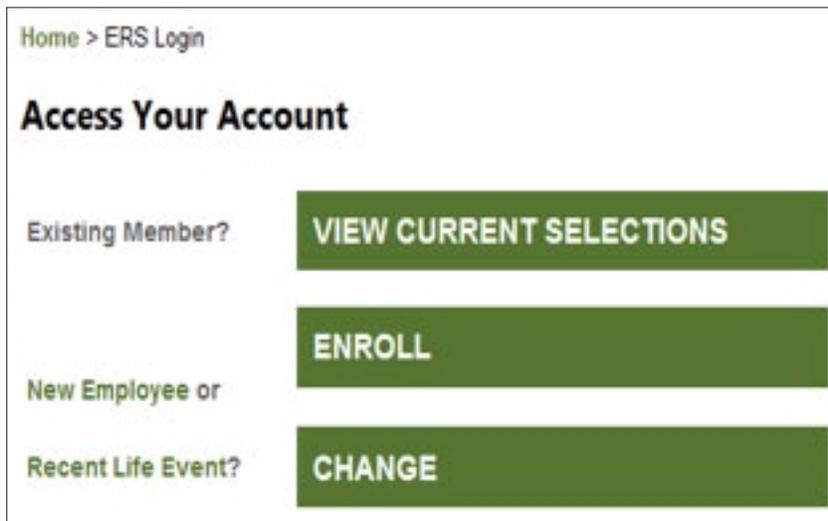


## ERS ONLINE - FOR EMPLOYEES

1. To make changes in ERS OnLine, employees should

- go to [www.ers.state.tx.us](http://www.ers.state.tx.us),
- click on the Access My Account button, and
- click on the View my Homepage button.

First time users must register their accounts and select their own usernames and passwords.



2. Once logged into their homepage, employees should check and update their addresses, phone numbers, email addresses, and Eligibility Counties under “**My Personal Information.**”

3. During Annual Enrollment, employees should click on “**Benefits Enrollment**” to make changes to benefits for Plan Year 2014.

4. A member tutorial video showing employees how to make Annual Enrollment changes will be available on the Annual Enrollment webpage this summer.

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