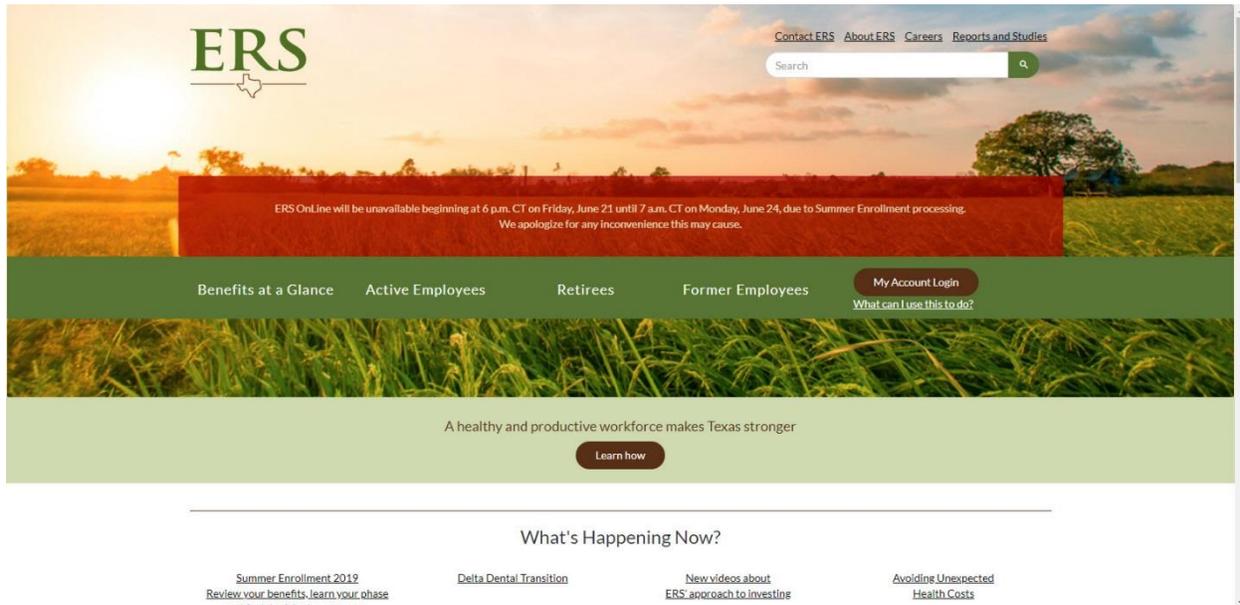
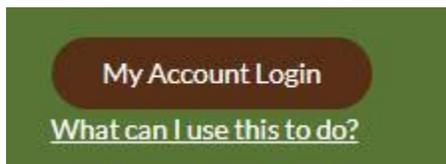


HOW TO MAKE YOUR BENEFIT ELECTIONS

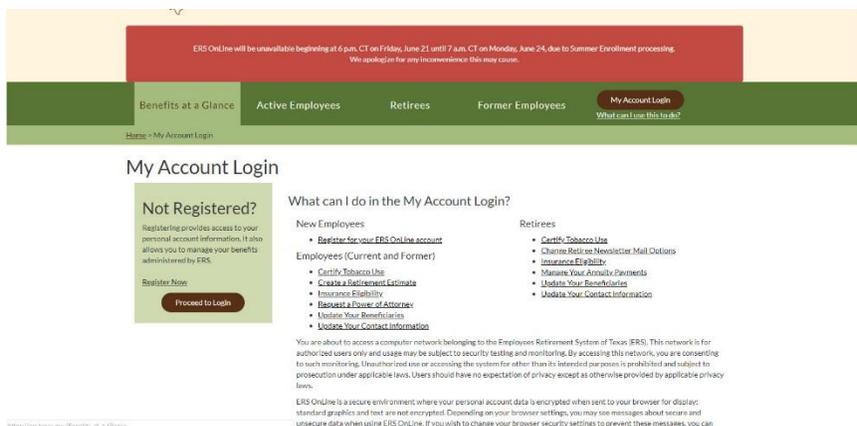
Step 1. Open your preferred browser and type in www.ers.texas.gov



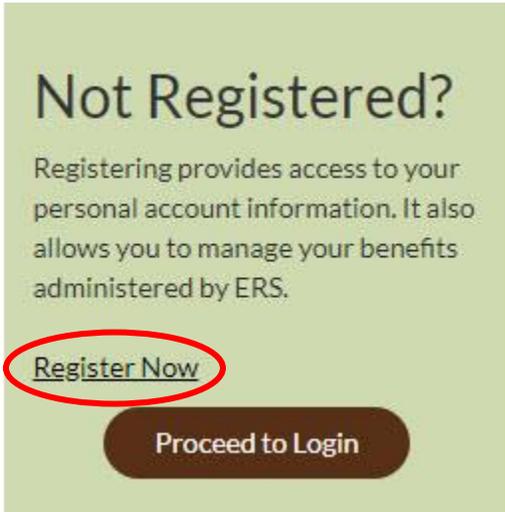
Step 2. Click on the brown oval on the right hand side of the page that says “My Account Login”



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*.

Member Home Page

- My Personal Information**
 - Name
 - Addresses and Eligibility Basis
 - Email Address and Password
 - Phone Numbers
- My Insurance Information**
 - Family Status Change
 - Post-Hire Change
 - Election Update
 - Benefits Enrollment
 - Benefits Summary
 - Tobacco User Certification
 - Annual Out-Of-Pocket Premiums
- My Beneficiaries**
 - Beneficiary Summary
- My Retirement Information**
 - Account Balance Summary
 - Retirement Estimate
 - Statement of Retirement Benefits
- Health Savings Account**
 - Health Savings Account
 - Commuter Spending Account
 - Commuter Spending Account
- Power of Attorney Information**
 - Power of Attorney

My Insurance Information

- Family Status Change
- Post-Hire Change**
- Election Update
- Benefits Enrollment
- Benefits Summary
- Tobacco User Certification
- Annual Out-Of-Pocket Premiums

Post-Hire Change

Event Information

A Post-Hire Change event can be entered to make additional benefit changes once your original Hire, Rehire, or Return from Leave event has been closed. By clicking the **Save** button below, you will be prompted to prepare your benefit options for this Post-Hire Change.

Note: This Post-Hire Change will be effective today. This means that any elections made for this event will become effective the first day of the next month.

Save

Post-Hire Change

Prepare Benefit Options

To make any benefit changes or confirm existing elections for your County Change:

Click **Schedule/Prepare Activity** button to begin.

Schedule/Prepare Activity

ERS

- Change My Password
- My System Profile
- My Dictionary

Post-Hire Change

Ready for Election Entry

Click the **Election Entry** button to make your benefit changes or confirm elections.

Election Entry

Benefits Enrollment

Your coverage can only be changed during Annual Enrollment or if you have a qualifying life event during the year.

To begin your enrollment, click the yellow **Select** button.

Note: Some events may be temporarily closed until you have completed enrollment for the open event below.

Open Benefit Events

Event Description	Event Date	Event Status	Job Title	
Post-Hire Change	06/20/2019	Open	State of Texas	Select

Once you click **Select**, it will take a few seconds for your benefits enrollment information to load.

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)

ERS

Menu

- Change My Password
- My System Profile
- My Dictionary

Benefits Enrollment
Post-Hire Change

Your enrollment will not be complete until you Submit your elections.

[Benefit Information](#)

Enrollment Summary

	State Pays	Before Tax	After Tax
Medical			
Current: HealthSelect In-Area You Only			
New: HealthSelect In-Area You Only	622.60	0.00	
Health Savings Account		Before Tax	
Current: Waive			
New: Waive			
Tobacco User Certification		Before Tax	After Tax
Current: Certified as Non-Tobacco User			
New: Certified as Non-Tobacco User			0.00
Dental		Before Tax	After Tax
Current:			
New:			
Vision		Before Tax	After Tax
Current:			
New:			
Life	State Pays	Before Tax	After Tax
Current: Basic Life: \$5,000			
New: Basic Life: \$5,000	2.22	0.00	
Optional Life		Before Tax	After Tax
Current: OL1: 1 * Salary			

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.

Benefits Enrollment
Submit Benefit Elections

You have almost completed your enrollment. If you have no further changes, click **Submit** at the bottom of this page to finalize your benefit choices.

Cancel Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit elections until you have completed your enrollment. You may store your elections on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you click Submit your benefit elections will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

Authorize Elections

By submitting your benefit choices you are authorizing the company to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Submit Click **Submit** to send your final choices to the Benefits Department.

Cancel Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Post-Hire Change

Ready to Finalize Elections

The benefit elections for your Post-Hire Change have been saved!

To complete the enrollment process and validate your elections, click the **Validate/Finalize** button.

Validate/Finalize

