

Optional Online SEHP Plan Year 2012 Open Enrollment Website – FIRST TIME USER INSTRUCTIONS

This year Direct Bill/Retiree Members have the **option** of completing their Plan Year 2012 State Employee Health Plan (SEHP) open enrollment elections online. Members can enroll online using any computer with Internet access – at home or at most public libraries. This online enrollment website would replace the paper forms that are normally sent in to SEHP Membership Services.

Please note this year, if you do not wish to make any changes to your current Direct Bill/Retiree SEHP coverage, you **do not** need to return your open enrollment form or complete your enrollment elections online. You will automatically be enrolled in the same SEHP coverages you are currently enrolled in effective January 1, 2012.

Prior to completing your online open enrollment you should review all your SEHP Open Enrollment 2012 materials to become familiar with your options. This includes your “2012 Choose Your Health Benefits” booklet and the Health Plan Comparison Charts. If you have any questions regarding your benefit options, please contact our Direct Bill Specialists at: 785-296-1715 (Topeka area) or 866-541-7100 (toll free).

If you **do wish** to make changes to your SEHP coverage, starting **November 1, 2011** you can visit the online open enrollment website to register and setup an online account and password. The following information will provide you with step-by-step instructions on how to register and setup your account.

Before you begin your online enrollment, make sure you have the following information ready

- A valid Email Address
- A strong Password. The password must be at least 6 characters long; must contain at least one letter and one number and will be case sensitive. Please keep record of your password, as you will use it again to access a summary of your SEHP benefits throughout the year.
- Your Social Security number
- Your Date of Birth

- Your Kansas Employee ID number (included on your current coverage letter you received in your Open Enrollment materials)

If you have the information above, you are ready to register and complete your open enrollment elections.

1. Go to the online open enrollment website at:
<http://employee.hrissuite.com>
2. The main login screen will appear. Click on the text that reads “**Not a Member?**”
3. The registration page will appear. Fill in the appropriate information in each text field. **ALL** fields must be completed. Once your information is entered, click “**Register Now.**”
4. You will now be able to access your online account using your **Email Address** and **Password** on the login screen.

Once you are registered and logged into the system, you are ready to review and update your Personal Profile Information and complete your SEHP open enrollment elections on line. Follow the instructions on each screen to complete your enrollment. Once you have completed your enrollment, please make sure you save and submit your enrollment elections and print out a copy of the summary page for your records.

Starting **November 1, 2011** if you experience any trouble with this website, call the website Help Desk at:

1-800-832-5337 (Toll free)

The Help Desk is open starting November 1 through November 30, 2011, 7 days a week, 7 A.M. to 9 P.M. Central Time.

Thank you for completing your Direct Bill/Retiree Plan Year 2012 SEHP open enrollment elections online.