

# Employee Online System Tutorial

## Switch Enrollment

## **IMPORTANT!**

**To ensure a successful experience on this tutorial, please read the following in its entirety before proceeding.**

- A Switch Enrollment change can only be done during NMPSIA's Switch Enrollment period (October 1, 2024- November 1, 2024).
- **If you do not want to make changes to your benefits, you do not have to take any action and your current plan will automatically renew.**
- Only one transaction may be performed at a time.
- Only one transaction is allowed per day.
- Be prepared to START AND FINISH during one sitting. If you are interrupted during the process, the system may time out due to inactivity and/or log you out. Simply log back in to pick up where you left off.
- Have all information needed and available to prevent system time out, such as dependents date of birth and social security number.
- Enter all data in the required format (i.e., DOB: mmddyyyy).

# What is Switch Enrollment?

Switch Enrollment is the period each fall when eligible employees may switch their medical carrier and/or dental carrier. Eligible employees may also switch medical and/or dental plan options.

**Changes to benefits are effective January 1, 2025.**

During **Switch Enrollment** an eligible employee may elect to:

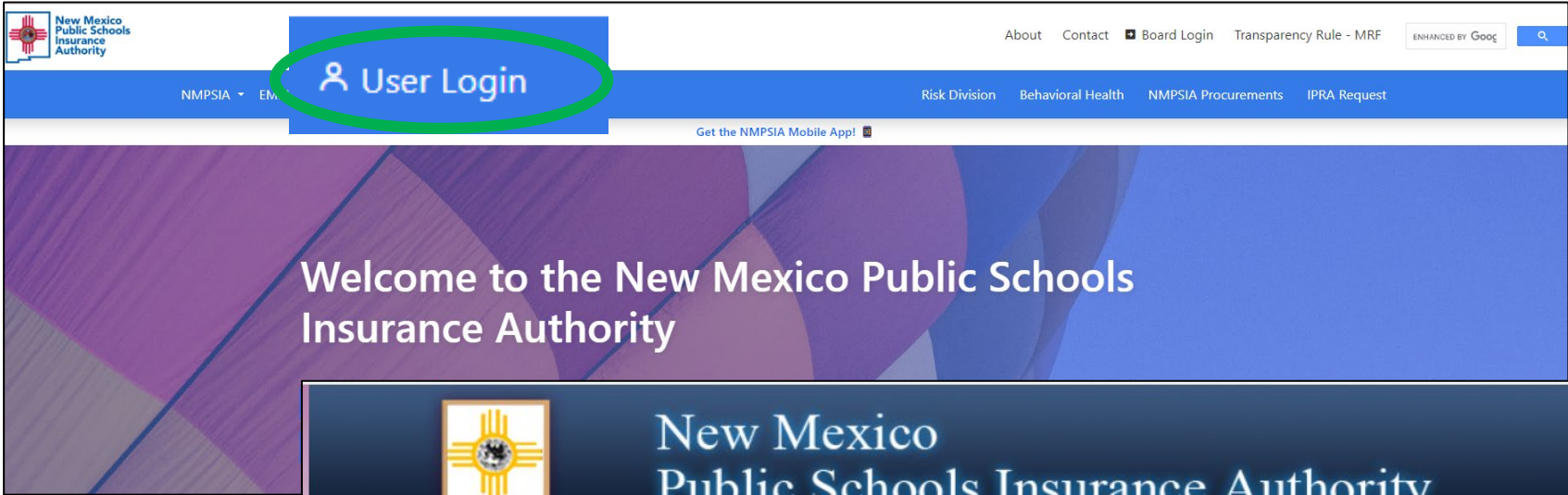
- **Switch** medical carrier (e.g., Presbyterian(PRES) to Blue Cross Blue Shield (BCBS)) or plan option (e.g., High Option to Low Option) or vice versa.
- **Switch** dental carrier (e.g., Delta(DLTA) to United Concordia(UCD)) or BCBS Dental or plan option (e.g., High Option to Low Option) or vice versa.

NOTE: **Long Term Disability, Additional Employee Life, and/or Additional Spouse Life is allowed any time of the year** by requesting  **Evidence of Insurability** on the Employee Enrollment/Change Form or via the Employee Login online system and submitting to your employer for signature or approval. *(Evidence of insurability and approval by The Standard will be required. If approved, the effective date will be determined as the first of the following month from the decision date.)*

Step  
1

# Employee Login Process from <https://nmpsia.com/>

All Employees will have access to the Online System during Switch Enrollment.




Go to <https://nmpsia.com/> and click on User Login then choose Employee Login.

Step  
2

# Employee Login

Read the page and select **“Accept”** to continue.

 **New Mexico  
Public Schools Insurance Authority**

**Employee Sign in...**

The information provided through this online enrollment site is intended as a summary only. This summary information does not supersede the provisions of the program documents, which in all cases govern program eligibility and benefits. This benefit summary highlights some of the benefits available under your plan. A complete description regarding the terms of coverage and exclusions and limitations are available online from your summary plan description, available at <https://nmpsia.com>.

Enrollment transactions submitted through this online enrollment site are subject to review and approval for compliance with NMPSIA rules.

Information entered is saved each time you click Next to progress from one screen to another. If you need to continue your transaction at another time, click Next to save the information that you have entered and Logout. You can continue with your transaction the next time you login.

**Do not** use your browser's Back or Forward buttons to navigate the Online Benefit System. Use the **Previous** and **Next** options that appear on the botton left and right of the screen.

Step  
3

# Employee Login

You have the option to sign in using your *HIPAA ID* (found on a Confirmation Notice), *User Defined Login Option* (previously created by you), or your *Social Security Number (SSN)*. In this example, we will use an **SSN**.

New Mexico  
Public Schools Insurance Authority

Employee Sign in...

Sign in with your HIPAA ID:     Sign in with your user defined login option:     **Sign in with your SSN number:**

Please log in with your SSN and Birthday:

Employer Name:

SSN (Please do not use dashes or spaces):

Date of Birth(MMDDYYYY):



Step  
3a

# Employee Login

Find your **Employer Name** by clicking the *caret* on the dropdown box.

New Mexico  
Public Schools Insurance Authority

Employee Sign in...

Sign in with your HIPAA ID:  Sign in with your user defined login option:  Sign in with your SSN number:

Please log in with your SSN and Birthday:

Employer Name:

SSN (Please do not use dashes or spaces):

Date of Birth(MMDDYYYY):

ACADEMY FOR TECHNOLOGY AND THE CLASSICS | 309  
ACE LEADERSHIP HIGH SCHOOL | 393  
ACES TECHNICAL CHARTER SCHOOL | 444  
ACTIVE BOARD MEMBERS | 405  
AFT NEW MEXICO | 97  
ALAMOGORDO PUBLIC SCHOOLS | 46  
ALBUQUERQUE BILINGUAL ACADEMY | 351  
ALBUQUERQUE CHARTER ACADEMY | 345  
ALBUQUERQUE COLLEGIATE CHARTER SCHOOL | 439  
ALBUQUERQUE INSTITUTE FOR MATH & SCIENCE | 354  
ALBUQUERQUE SCHOOL OF EXCELLENCE | 396  
ALBUQUERQUE SIGN LANGUAGE ACADEMY | 389  
ALDO LEOPOLD CHARTER SCHOOL | 349  
ALICE KING COMMUNITY SCHOOL | 364  
ALMA D ARTE CHARTER HIGH SCHOOL | 337  
ALTURA PREPARATORY SCHOOL | 440  
AMY BIEHL CHARTER HIGH SCHOOL | 304  
ANANSI CHARTER SCHOOL | 314  
ANIMAS PUBLIC SCHOOLS | 30  
ARTESIA PUBLIC SCHOOLS | 22

Scroll down to find your employer and click on the "Employer Name".

Step  
3b

# Employee Login

Enter your SSN (do not use dashes or spaces)  
Enter your Date of Birth (MMDDYYYY) and click “Log In”.

New Mexico  
Public Schools Insurance Authority

Employee Sign in...

Sign in with your HIPAA ID:     Sign in with your user defined login option:     Sign in with your SSN number:

Please log in with your SSN and Birthday:

Employer Name: ACADEMY FOR TECHNOLOGY AND THE CLASSICS | 309

SSN (Please do not use dashes or spaces): ●●●●●●●●

Date of Birth(MMDDYYYY): 01011999

Log In    Home



Step  
4

# Employee Login

You can create your own username and password and click **“Submit”** or click **“Maybe Later”** to proceed.

New Mexico  
Public Schools Insurance Authority

Main View or Change Basic Information Enrollment and Plan Information Beneficiary Contact Us Management Tutorial Logout

Employee ACADEMY FOR TECHNOLOGY AND THE CLASSICS BENA; JAKE EE\_EmailManagement\_New

BENA; JAKE

**Personal setting**

Please enter your desired user name and password. User name can be an e-mail address or combination of letters and numbers. User name must be at least 6 characters and can only include numbers, alphabetic characters, and @ sign.

Email or User Name:

Password:

Confirm Password:

Maybe Later Submit

Step  
5

# Employee Login - Open/Switch Enrollment

Under **Enrollment and Plan Information**, click on **Open/Switch Enrollment**.

The screenshot shows the website header for the New Mexico Public Schools Insurance Authority. A navigation menu is visible with the following items: Main, View or Change Basic Information, Enrollment and Plan Information (highlighted in green), Beneficiary, Contact Us, Management, Tutorial, and Logout. A dropdown menu is open under 'Enrollment and Plan Information', listing: View, NMPSIA Benefit Plan Information, New Hire, Change Enrollment, Change Beneficiary, Open/Switch Enrollment (circled in green), and Enrollment Notice. The background text includes 'District ID: 309', 'ACADEMY FOR TECHNOLOGY AND THE CLASSICS', and a message: 'Please select one of the menu bar above to perform an action.' At the bottom, a notice states: 'NMPSIA's Open and Switch enrollment period is from **October 1, 2024 – November 1, 2024**. After this period NMPSIA's Online Benefit System can no longer accept these changes and you must visit your employer's Benefits Department before January 1st to see if your employer is able to accept an Open or Switch enrollment request that you would like to have effective January 1, 2025.'

Step 6

# Employee Login - Choose Switch Enrollment

On this screen the employee will select **“Switch Enrollment”**.

**“Switch Enrollment”** allows Employees to:

- SWITCH **medical carrier** (e.g., (PRES to BCBS) or plan option (e.g., High Option to Low Option) or vice versa
- SWITCH **dental carrier** (e.g., DLTA to UCD/BCBS) or plan option (e.g., High Option to Low Option) or vice versa

The screenshot shows the website header with the logo and name 'New Mexico Public Schools Insurance Authority'. A navigation bar includes links for 'Main', 'View or Change Basic Information', 'Enrollment and Plan Information', 'Beneficiary', 'Contact Us', 'Management', 'Tutorial', and 'Logout'. Below the navigation bar, the user is identified as 'Employee ACADEMY FOR TECHNOLOGY AND THE CLASSICS BENA; JAKE' with a session ID 'EE\_ChangeCard'. The main content area shows 'BENA; JAKE' and two radio button options: 'Open Enrollment' and 'Switch Enrollment', with the latter being selected and circled in green. A note states: 'Only one Change Enrollment transaction may be performed at a time. If you are trying to perform multiple transactions, such as adding a benefit and adding a dependent, please direct your request to your employer's Benefits Representative.' Contact information for Christine Garcia, Business Manager, is provided: Phone: (505)438-4056, E-Mail: CHRISTINE.GARCIA@ATCSCHOOL.ORG. A red-bordered box highlights the 'Medical and Prescription Drug Coverage' section, 'BENEFICIARY INFORMATION', 'CONFIRMATION OF ENROLLMENT', and a checkbox that is checked and circled in green: 'I have read and understand NMPSIA's Eligibility Rules and administrative guidelines for enrollment presented above.' At the bottom right, a 'Next' button is circled in green.

Read notifications in their entirety and click acceptance of NMPSIA's Eligibility Rules and click **“Next”**.



Step  
7

# Employee Login - Choose Benefit Carrier and Plan Option

This is the place to select a **benefit carrier** and **benefit carrier plan option** during “**Switch Enrollment**”. Once you have made your selection click “**Next**”.

Click on the *caret* on the drop-down box for the **benefit carrier** you would like to switch for Medical or Dental.

Your current carrier will be shown in the top box. Scroll down to select a different carrier.

Click on the *caret* on the drop-down box to **select the carrier plan option** you would like to select: “High, Low, or EPO”.

New Mexico Public Schools Insurance Authority

Main View or Change Basic Information Enrollment and Plan Information Beneficiary Contact Us Management Tutorial Logout

Employee ACADEMY FOR TECHNOLOGY AND THE CLASSICS BENA; JAKE EE\_ChangeCard

BENA; JAKE

**Change Enrollment**

Social Security No.	Last Name	First Name	Middle Name	Suffix
088-88-3096	BENA	JAKE		

Date Of Birth	Marital Status	Gender	Home Phone	Work Phone	Cell Phone	Email	Preferred Contact
01/01/1999	Y	M	(505)555-1122		(505)555-1122	BENJAK99@LIVE.COM	5

Mailing address(Box#or Street Address)	Zip	City	State	County
123 MAIN ST	77777	SANTA FE	NM	12345

Employer(District or Entity Name)	Job Title	Date of Hire	Base Annual Salary	No.of Hours Contracted Per Week
ACADEMY FOR TECHNOLOGY AND THE CLASSICS	IT	07/05/2024	\$50,000.00	35.00

Medical:	Blue Cross Blue Shield	Plan:	EPO
Dental:	Blue Cross Blue Shield	Plan:	High
Vision:	Presbyterian		Low
Basic Life Insurance:	Standard	Elected	EPO
Additional Life Insurance:	Standard	Elected	
Spouse Life Insurance:	Standard	Elected	1X Base Salary
Dependent Life Insurance:	Standard	Not Elected	\$0.00
Long Term Disability:	Standard	Elected	30D

125 Cafeteria Plan

Section 125 Cafeteria Plan participation is provided by your employer and **NOT** part of the **NMPSIA Employees Benefits Program**. Please contact for information on this program.

Last	First	Middle	Sfx	SSN	Date of Birth	Gender	Relationship	Medical	Dental	Vision
BENA	JAKE			088-88-3096	01/01/1999	MALE	SELF			Y
BENA	HONEY			088-81-1211	07/07/1980	FEMALE	SPOUSE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Y

Effective Date:01/01/2025

Previous **Next**



Step  
8

# Employee Login - Preview Change Enrollment Request

Read the disclaimer in red print and authorize by clicking **“Accept”**. *Check the box at the end of the disclaimer if someone helped you perform the online transaction.*

- Enter your **social security number**.
- Enter your **full name as shown**.
- Enter the **current date that you completed the process**.
- Click **“Finish”**.

New Mexico Public Schools Insurance Authority

Employee ACADEMY FOR TECHNOLOGY AND THE CLASSICS BENA; JAKE

BENA; JAKE

New Mexico Public Schools Insurance Authority  
Preview for Change Enrollment Request  
ACADEMY FOR TECHNOLOGY AND THE CLASSICS

This preview was generated for the following reason: Switch Enrollment  
Your online Change Enrollment request has been submitted for review. Coverage is scheduled to be effective 01/01/2025

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Effective Date	01/01/2025							
Carrier	Presbyterian-High	UCD-High	DV	30D	1X Base Salary	Yes	Decline	25K
Coverage	Employee and Spouse/ Domestic Partner	Employee and Spouse/ Domestic Partner	Employee and Spouse/ Domestic Partner					

**Information regarding you and your family as of**

Name	Relationship	SS#	Gender	Birth Date	Medical	Dental	Vision	Life	status
JAKE BENA	SELF	088-88-3096	MALE	01/01/1999	Yes	Yes	Yes	Yes	
HONEY BENA	SPOUSE	088-81-1211	FEMALE	07/07/1980	Yes	Yes	Yes	Yes	

I Represent that I, JAKE BENA, am the person identified as the named employee in this Enrollment Application. I acknowledge and agree to the statements contained within this application. I also acknowledge and agree that by typing my name, social security number and today's date in the designated boxes on the screen below this form and clicking "Continue," I am electronically signing this application, which will have the same legal effect as the execution of this document by a written signature and shall be valid evidence of my intent and agreement to be bound by its terms. I understand that by choosing to electronically sign this application, this application will be securely stored. I also understand that if I do not electronically sign this application, it will not be processed.

I hereby authorize my school district/employer to deduct from my earnings until further written notice, amounts equal to the contribution required of me toward the plan(s) herein enrolled. I hereby apply to the Authority for the coverage offered to myself and dependents shown in this Enrollment Application. I understand that services will be available subject to the exclusions, limitation and the conditions described in the Master Group Insurance Policies. I authorize any hospital, physician, or other health care provider to furnish (when applicable) to the Insurance Carrier such medical information as it may require for myself and my dependents. I authorize the Insurance Carrier to coordinate benefits and/or reimbursements with other health plans or insurance companies. Under penalties of perjury and insurance fraud, I declare that I have examined this application and supporting documentation, and to the best of my knowledge and belief, they are true, correct, and complete.

Check here if someone helped you perform this online transaction.

Account :  Employee SSN: 088-88-3096 Employee Name: JAKE BENA Date: 08/23/2024  
Must be entered as JAKE BENA (mm/dd/yyyy)

Previous

Finish





Step  
9

# Employee Login - Switch Enrollment Submitted

You will see this message after you complete “Step 8”. This shows your transaction has been submitted to your Benefits Specialist for approval.

The screenshot shows the website header for the New Mexico Public Schools Insurance Authority. The navigation menu includes: Main, View or Change Basic Information, Enrollment and Plan Information, Beneficiary, Contact Us, Management, Tutorial, and Logout. The employee name is listed as BENA; JAKE. The main message reads: "Change Enrollment has been submitted successfully, Click Here To Employee Home. Click Here To Download PDF." There is also a small error code "EE\_Change Enrollment ERROR" visible in the bottom right of the screenshot.

Remember to sign back in to the Online Benefit System in the next one or two days to check the status of your enrollment transaction.



Step  
10

# Employee Login – Confirmation of Enrollment



New Mexico Public Schools Insurance Authority  
c/o Erisa Administrative Services, Inc. (505) 988-4974 or (800) 233-3164  
P. O. Box 9054; Santa Fe, NM 87504-9054



## Confirmation of Enrollment

08/23/2024  
ACADEMY FOR TECHNOLOGY AND THE CLASSICS 309  
JAKE BENA 3CF495800  
123 MAIN ST  
SANTA FE NM 77777

This Confirmation of Enrollment was generated for the following reason:  
Your medical plan has been switched from Blue Cross Blue Shield EPO to Presbyterian High Option effective 01/01/2025.

You have the following coverages in effect

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Carrier	Presbyterian High	United Concordia Dental High	Davis Vision	The Standard	The Standard	The Standard	None	The Standard
Coverage	Employee and Spouse	Employee and Spouse	Employee and Spouse	30 Day Plan	1X \$50,000	\$ 25,000	Declined	\$ 25,000

Information regarding you and your family as of 8/23/2024

ID	Name	Relation-ship	SS# Hipaa	Sex	Birth Date	Eligible until	M e d	D e n	V s n	L i f	Additional Information
10	JAKE BENA	SELF	3CF495800	M	xx/xx/1999		Y	Y	Y	Y	
20	HONEY BENA	SPOU	xxx-xx-1211	F	xx/xx/1980		Y	Y	Y	Y	

When an Employee makes a Change on the Online System, both the Employer’s Benefits Specialist and Erisa will receive a Notification of an Online Pending Transaction.

When approved, the Employee will receive a “Confirmation of Enrollment” via USPS mail at the address provided, as in this example on the right. The wording will match the description of the transaction made by the employee.

The Employee must review this “Confirmation of Enrollment” carefully to confirm all the information is correct.

If information is **incorrect** the Employee **must report changes immediately** to their Benefits Specialist to make corrections.



Please visit <https://nmpsia.com> to view important plan documents, including the new wellness benefit and the video visit opportunity under the medical plans. Review and update your contact information at <https://nmpsiaonline.nmpsia.com>. This site may also be used for performing benefit enrollment transactions (subject to employer policy).  
If you have any questions, please contact at Erisa Administrative Services, Inc. (800) 233-3164 or (505) 988-4974 within five (5) business days of this notice.



Thank you for utilizing this valuable tool.  
We hope you found it helpful and user friendly.