

# Employer Online System Tutorial

## CANCELING AN EMPLOYEE (multiple or single entry)

## **IMPORTANT!**

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

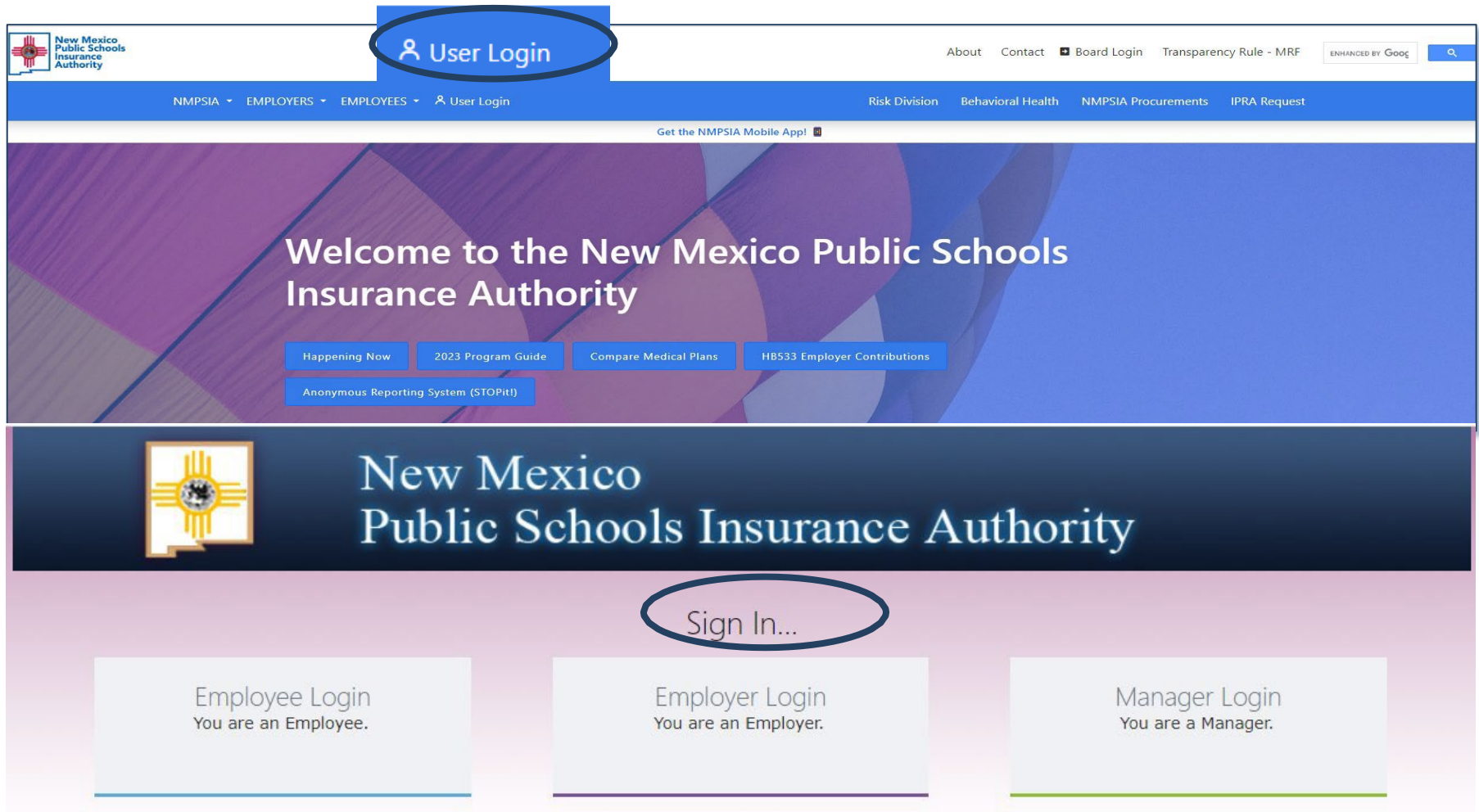
“Canceling an Employee” can be done at any time of the year  
and can be done with future termination dates.

# Employer Login Process

## Go to NMPSIA.com

### Select Employer Login...

Step  
1



New Mexico Public Schools Insurance Authority

About Contact Board Login Transparency Rule - MRF ENHANCED BY Google

NMPSIA EMPLOYERS EMPLOYEES User Login Risk Division Behavioral Health NMPSIA Procurements IPRA Request

Get the NMPSIA Mobile App!

## Welcome to the New Mexico Public Schools Insurance Authority

Happening Now 2023 Program Guide Compare Medical Plans HB533 Employer Contributions

Anonymous Reporting System (STOPit!)

# New Mexico Public Schools Insurance Authority

Sign In...

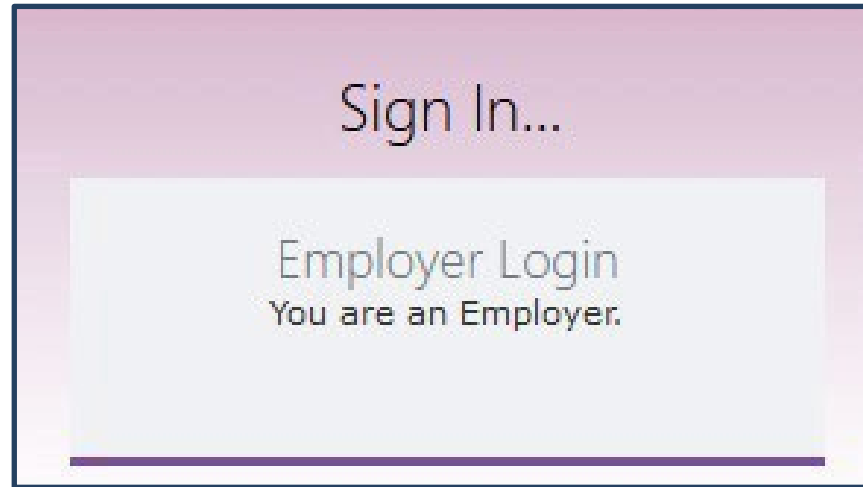
Employee Login  
You are an Employee.

Employer Login  
You are an Employer.

Manager Login  
You are a Manager.

Step  
2

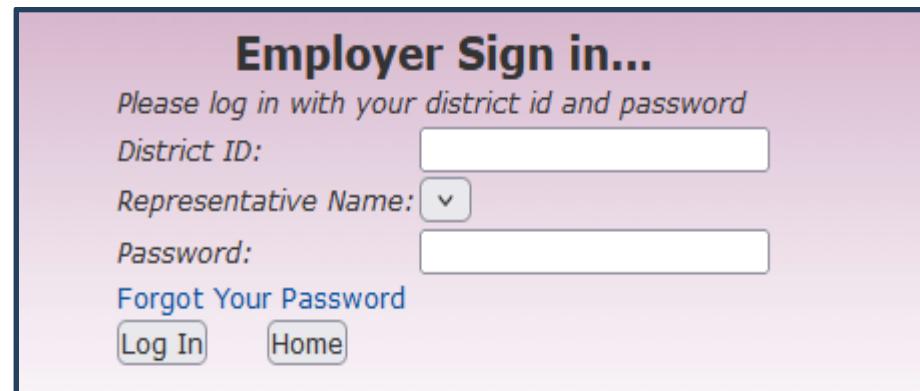
## Sign In



Sign In...

Employer Login  
You are an Employer.

## Enter your credentials



**Employer Sign in...**

*Please log in with your district id and password*

District ID:

Representative Name:

Password:

[Forgot Your Password](#)

**Step  
3**

**On the Home Page  
Select “Cancel EE”**

Home Inquiry Review New Hire Employer Information **Cancel EE** Report LOA Feedback Logout

Employer SANTA FE PUBLIC SCHOOLS BENEFITS1 ALICIA HUERTA

**SANTA FE PUBLIC SCHOOLS Policy (dist id: 71)**

Medical	Yes
Dental	Yes
Vision	Yes
Basic Life Insurance	Yes
Additional(Voluntary) Life Insurance	Yes
Spouse Life Insurance	Yes
Dependent Life Insurance	Yes
Long Term Disability	Yes
Domestic Partner	Yes
Part Time Resolution	No
125K Plan	01/01/2014 - 12/31/2999
Open/Switch Enrollment Date	01/01/2025

**Step  
4**

## Enter the employees social security number (SSN)

(the employee's name will auto populate).

**Enter the Last Date of Coverage, the Received Date and select the Note Type.**

(Last Date of coverage must be the last day of current month or a future date, you cannot cancel an employee retroactively)

HIPAA ID	SSN	EE Name	Last Date of Coverage	Received Date	Note Type
	555-55-5555	Daisy Duck	04/30/2024	03/19/2024	▼
					▼
					▼
					▼
					AddRow
Submit		Reset		Print	

**Step  
5**

Select the appropriate reason for the cancellation and click “Submit”.

HIPAA ID	SSN	EE Name	Last Date of Coverage	Received Date	Note Type
AED7A9D10	427732397	Olivia G Anderson	04/30/2024	03/19/2024	▼
					▼
<input type="button" value="Submit"/>			<input type="button" value="Reset"/>		

**Note Type**

▼

- Reduction in hours
- Resignation
- Retirement
- Termination
- Gross misconduct termination
- Contract not renewed

Once submitted, the screen will show **Successful**.  
Print the transaction for your records.

A Cancellation of Enrollment notice will be created and sent to the employee.

Last Date of Coverage		Post Date		Search			
HIPAA	SSN	EE Name	Last Date of Coverage	Received Date	Post Date	Note Type	
	555-55-5555	Daisy Duck	04/30/2024	03/19/2024		RSGN	Successful
<input type="button" value="Print"/>							



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

**If you need assistance or have any questions, please  
contact your Erisa Administrative Representative  
at 1-800-233-3164.**