



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.

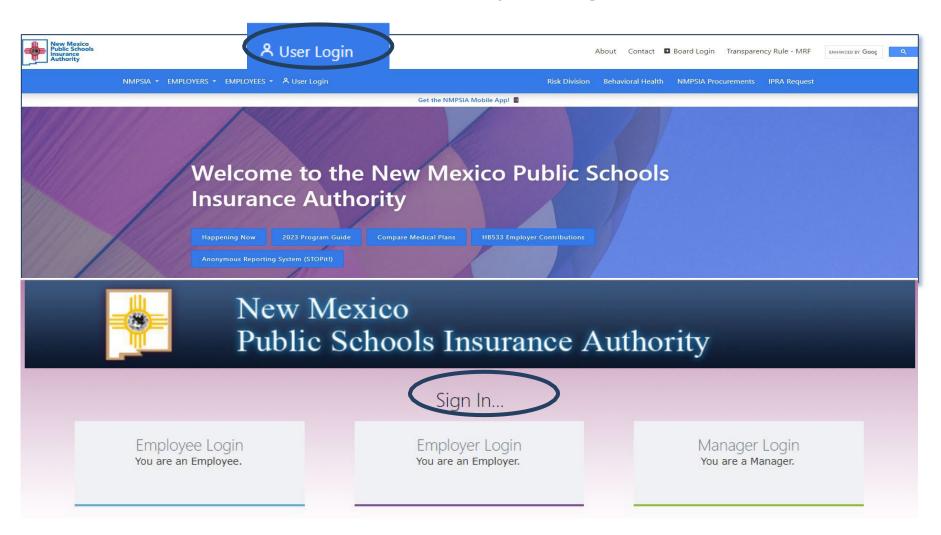
"Canceling an Employee" can be done at any time of the year and can be done with future termination dates.







Employer Login Process Go to NMPSIA.com Select Employer Login...

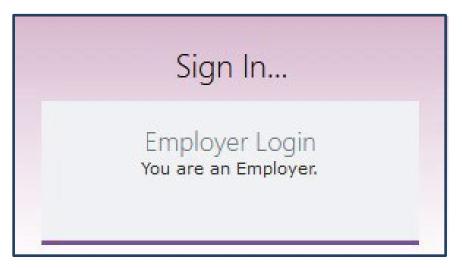








Sign In



Enter your credentials

Employer Sign in					
Please log in with your district id and password					
District ID:					
Representative Name: v					
Password:					
Forgot Your Password					
Log In Home					







On the Home Page Select "Cancel EE"

Home	Inquiry	Review	New Hire	Employer Information	Cancel EE	Report LOA	Feedback	Logout		
Employer	SANTA FE	PUBLIC SCH	OOLS BENEF	TS1 ALICIA HUERTA						
				SANTA FE PUBLIC	SCHOOLS	Policy (dis	t id: 71)			
				ANTATETOBLE	SCHOOLS	oncy (uis	c id. 71)			
	Medical				Yes	Yes				
			Dental		Yes					
			Vision		Yes					
			Basic Life In	surance	Yes					
			Additional(Voluntary) Life Insurance				Yes			
			Spouse Life Insurance				Yes			
			Dependent Life Insurance				Yes			
			Long Term D	isability	Yes					
			Domestic Partner			Yes				
			Part Time Resolution No							
			125K Plan				01/01/2014 - 12/31/2999			
	Open/Switch Enrollment Date				01/01/2025					







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)

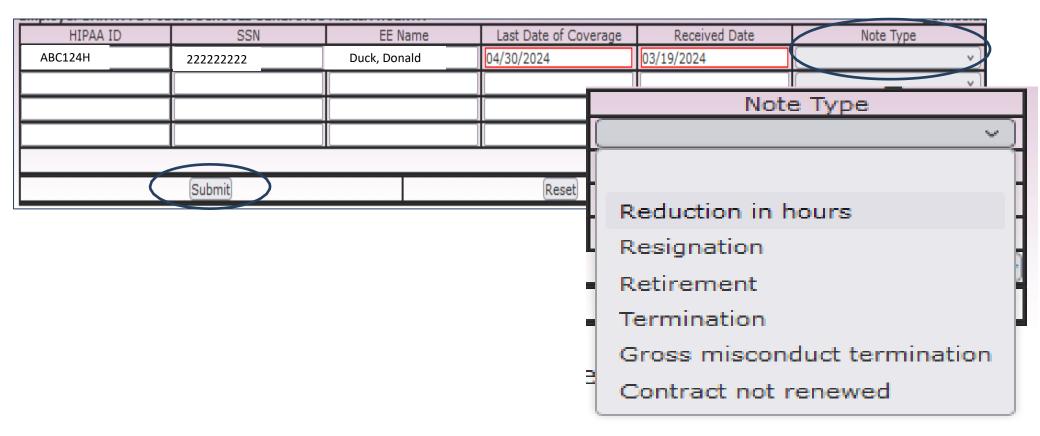
HIPAA ID	SSN	EE Name	Last Date of Coverage	Receive	d Date	Note Type	
	222-22-2222	Donald Duck	04/30/2024	03/19/2024		(
						()	
						(v)	
						(v	
AddRow							
	(Submit)		Reset			Print	







Select the appropriate reason for the cancellation and click "Submit".







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
	222-22-2222	Donald Duck	04/30/2024	03/19/2024		RSGN Successful
			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.