

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



The screenshot shows the homepage of the New Mexico Public Schools Insurance Authority. At the top, the 'User Login' link in the navigation bar is circled. Below the main banner, the 'Sign In...' link is circled. Three login options are visible: Employee Login, Employer Login, and Manager Login.

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
	222-22-2222	Donald 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
ABC124H	222222222	Duck, Donald	04/30/2024	03/19/2024	<input type="text" value="Note Type"/>
					<input type="text" value="Note Type"/>
					<input type="text" value="Note Type"/>
					<input type="text" value="Note Type"/>

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	
	222-22-2222	Donald 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.**