Employer Online Tutorial

NEW HIRE
BASIC LIFE ONLY
(Single Entry)

IMPORTANT!
To ensure a successful experience on this tutorial,
## please read the following in it's entirety before proceeding.

- A "New Hire" can be done at any time of the year.
- Effective date is always first of the following month from the employee's date of hire.
- New Hire must have a hire date for the current month or future months, you cannot add New Hires with a retroactive hire date, contact your Erisa Representative for assistance.
- Only one transaction may be performed at a time.
- Enter all data in the required format i.e., DOB: *MMDDYYYY*.

Employer Login Process
Go to NMPSIA.com
Select User Login and Employer Login…
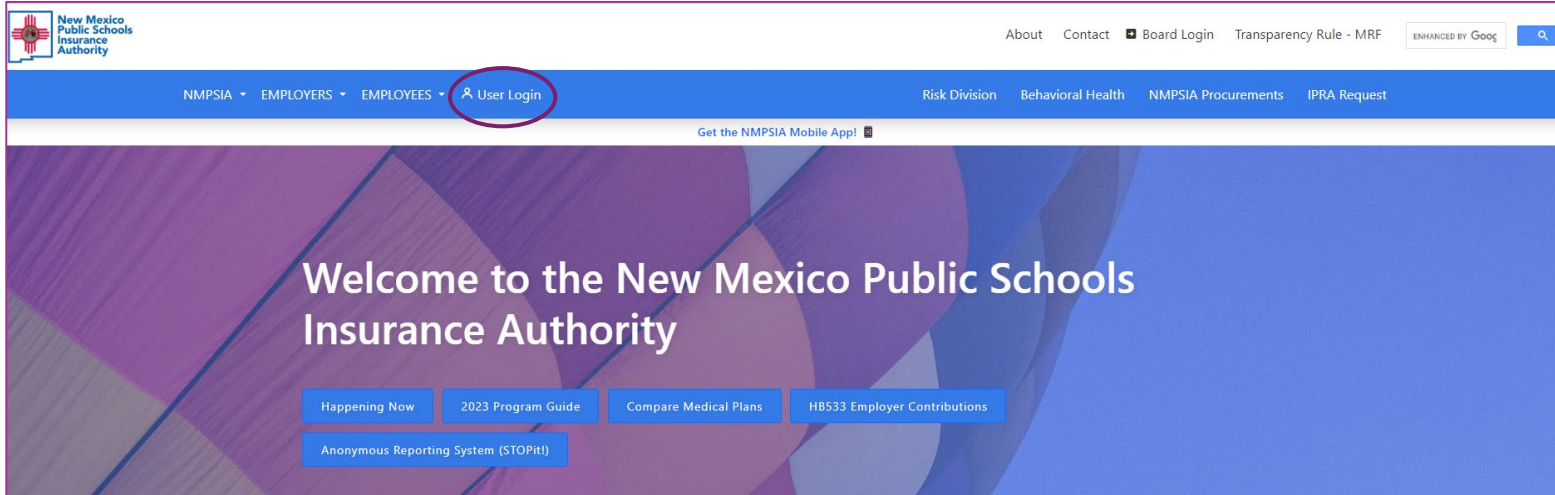
Step
1

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

[Log In]   [Home]

On the Home Page

Click on "New Hire" tab
Select "Single New Hire" from the drop-down list

Enter the employee's Social Security Number and Basic Life effective date (effective date must be first of the following month from date of hire)

Click Search

Employer New Hire

SSN: 555-55-5555   Effective Date: 03/01/2024   Search

New Mexico Public Schools Insurance Authority

EASI
Erisa Administrative Services, Inc.

Enter the employee's basic information.

Click Submit

Employer New Hire

SSN: 555-55-5555   Effective Date: 03/01/2024   **Search**

Social Security No.	Last Name	First Name	Middle Name	Suffix
555-55-5555				

Date Of Birth	Marital Status	Gender	Home Phone	Work Phone	Cell Phone	EMail	Preferred Contact
	Single						Physical Address

Mailing address(Box#or Street Address)		Zip	City	State	County
line 1					
line 2					

Employer (District or Entity Name): SANTA FE PUBLIC SCHOOLS

Job Title	Date of Hire	Base Annual Salary	No.of Hours Contracted Per Week	Basic Life Effective Date
				03/01/2024

☐ (Variable hour employees are only eligible to enroll in **medical** benefits at this time.)

submit

Checking the variable hour employee check box will change "Date of Hire" to "Date Eligible for Benefits" (the date the employer offered medical coverage to the variable hour employee) and allow zero values for annual salary and number of hours worked per week to be entered.

The transaction will go to your Erisa Representative for approval and a confirmation of enrollment will be created.

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.