

# EMPLOYEE ONLINE SYSTEM TUTORIAL

## CHANGE BENEFICIARY

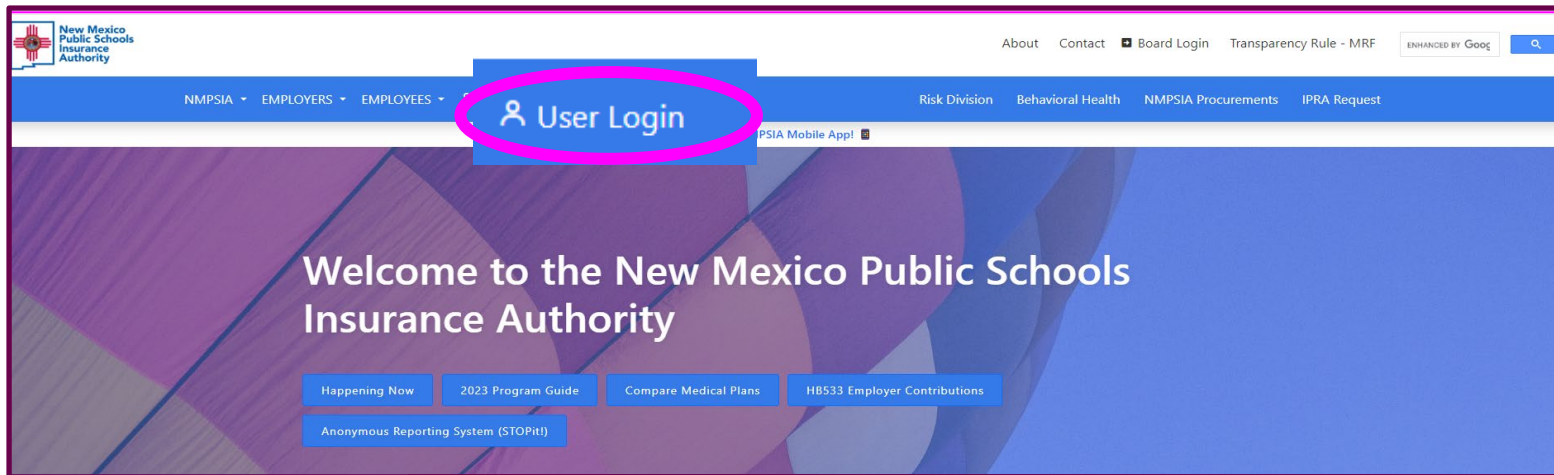
## **IMPORTANT!**

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

- A “Beneficiary Change” can be done at any time of the year.
- Only one transaction may be performed at a time.
- Only one transaction is allowed per day.
- Enter all data in the required format i.e., DOB: *MMDDYYYY*.

Step  
1

Employee Login Process Go To <https://nmpsia.com/>




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



Step  
2

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 bottom left and right of the screen.

Step  
3

You have the option to sign in using your HIPAA ID, User Defined Login Option, or your Social Security Number. In this example we will use a 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):

Log In    Home

Step  
4

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):

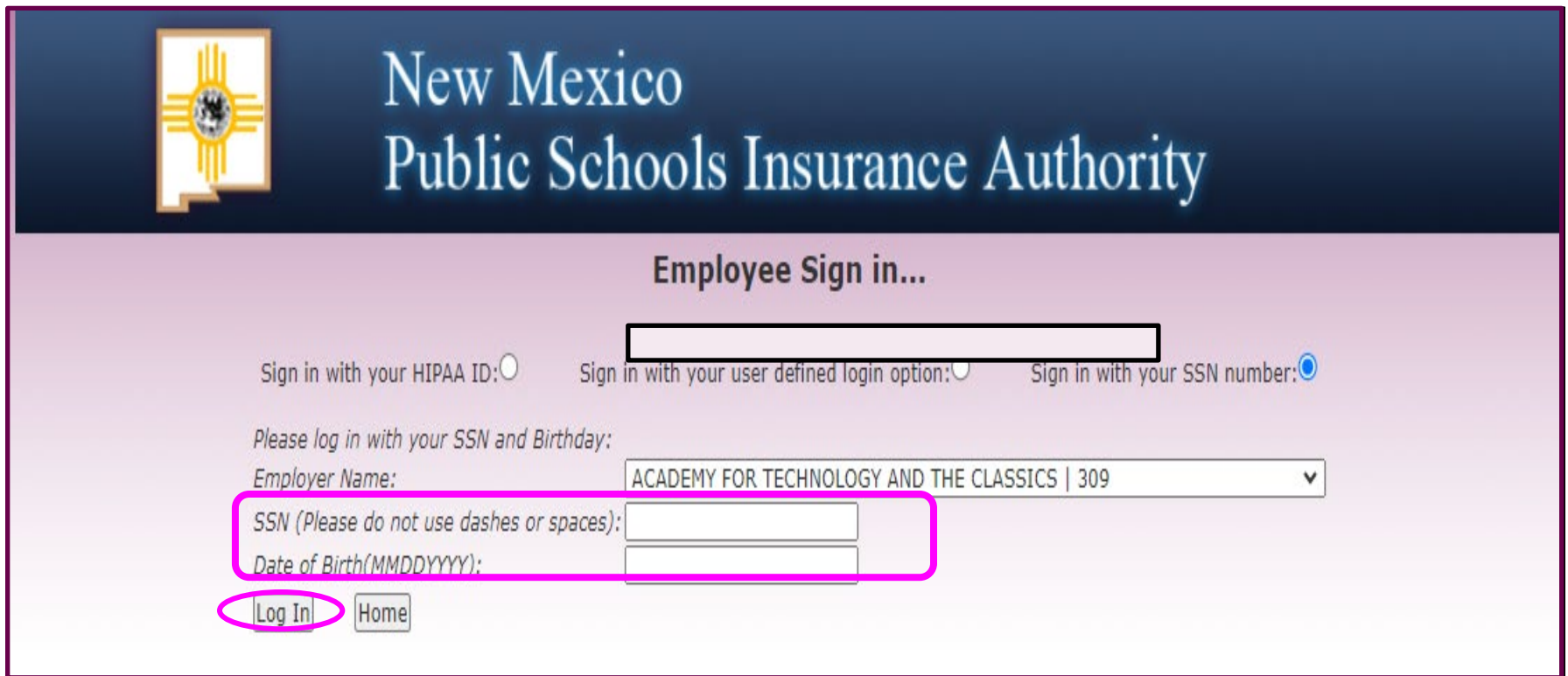
ACADEMY FOR TECHNOLOGY AND THE CLASSICS | 309  
ACADEMY FOR TECHNOLOGY AND THE CLASSICS | 309  
ACE LEADERSHIP HIGH SCHOOL | 393  
ACES TECHNICAL CHARTER SCHOOL | 444  
ACTIVE BOARD MEMBERS | 405  
AFT NEW MEXICO | 97  
ALAMOGORDO PUBLIC SCHOOLS | 46  
ALBUQUERQUE BILINGUAL ACADEMY | 351  
ALBUQUERQUE 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

6

Scroll down to find your employer

Step  
5

Enter your SSN (**do not use dashes or spaces**)  
Enter your Date of Birth (**MMDDYYYY**) and 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:

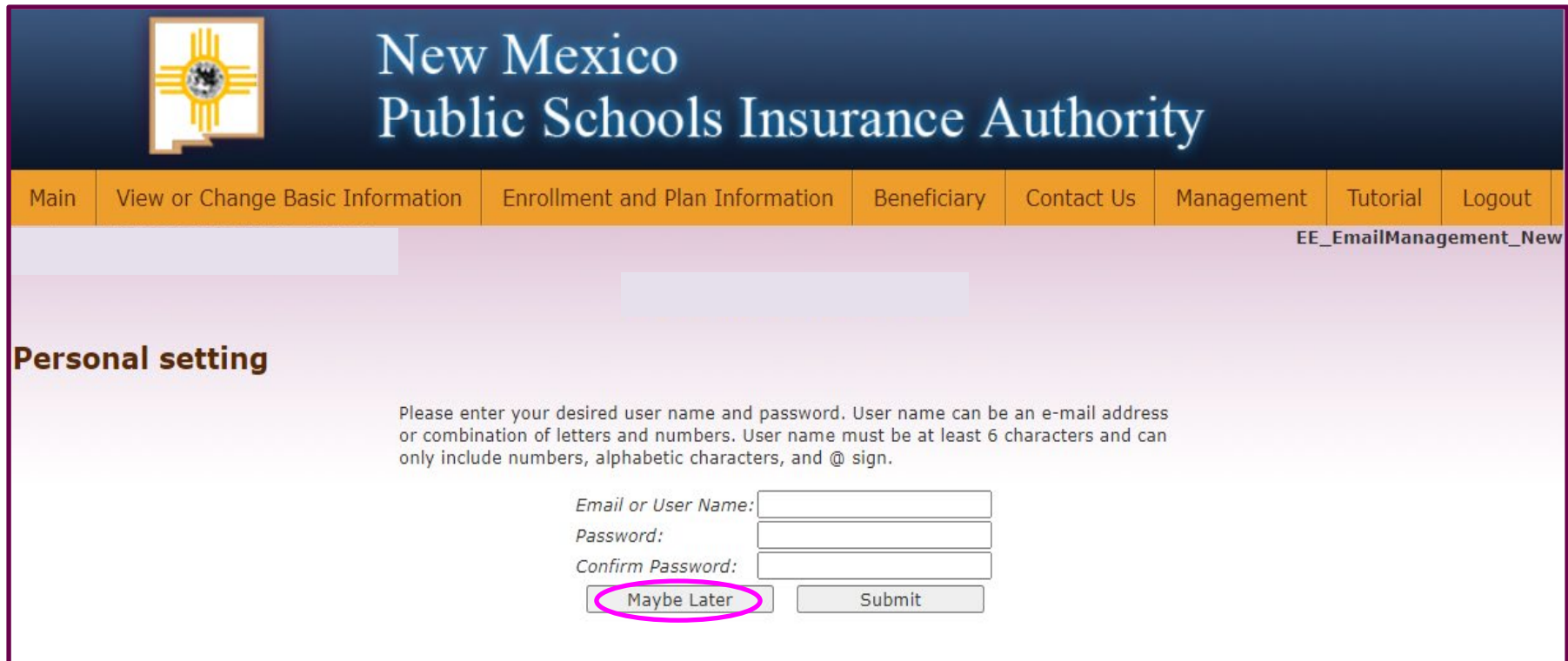
Employer Name: ACADEMY FOR TECHNOLOGY AND THE CLASSICS | 309 ▼

SSN (Please do not use dashes or spaces):

Date of Birth(MMDDYYYY):

Step  
6

You have the option to personalize your username and password. You can do this now or **Select maybe later** to proceed

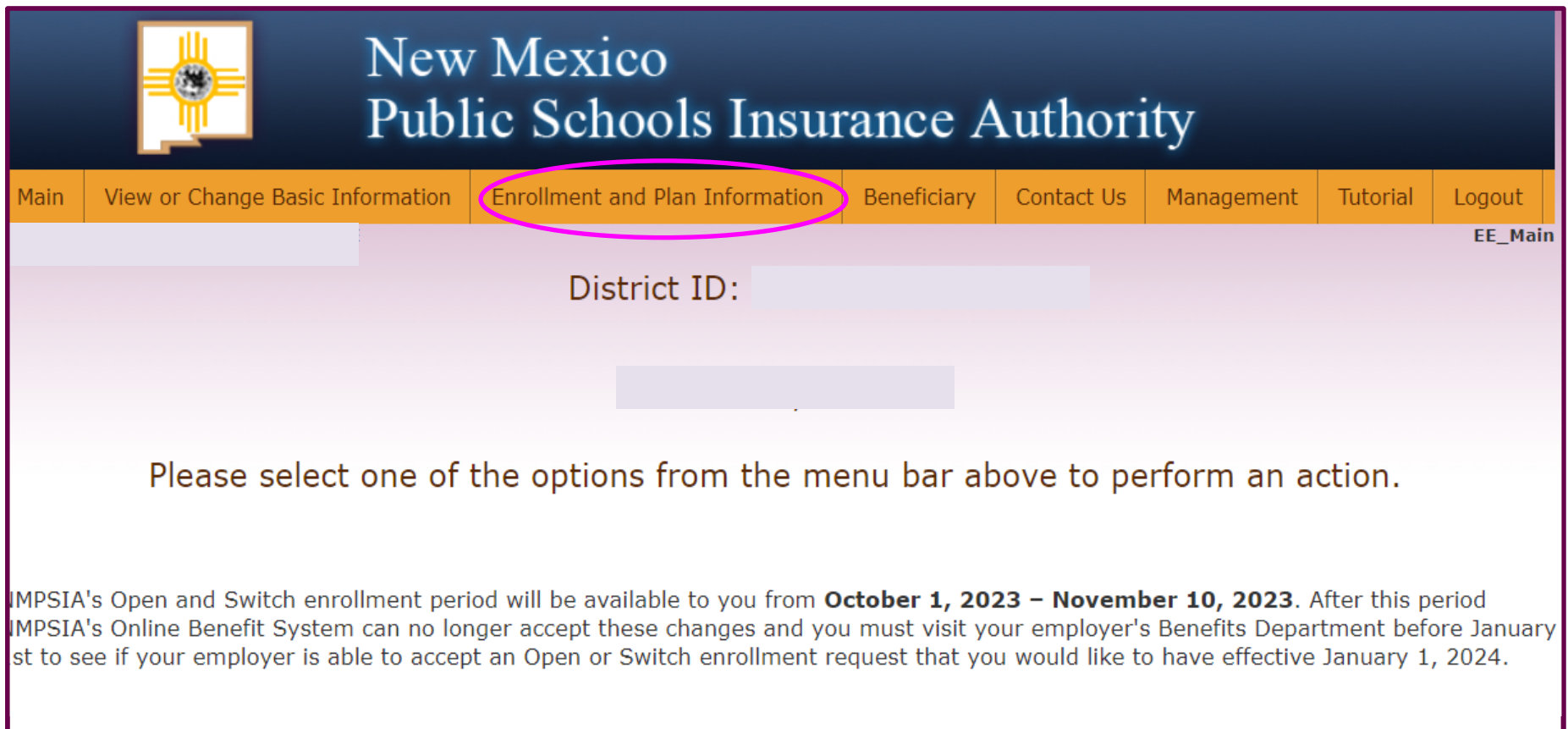


The screenshot shows the website header with the logo and title 'New Mexico Public Schools Insurance Authority'. Below the header is a navigation menu with links: Main, View or Change Basic Information, Enrollment and Plan Information, Beneficiary, Contact Us, Management, Tutorial, and Logout. The page title is 'EE\_EmailManagement\_New'. The main content area is titled 'Personal setting' and contains the following text: '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.' Below this text are three input fields labeled 'Email or User Name:', 'Password:', and 'Confirm Password:'. At the bottom of the form are two buttons: 'Maybe Later' (circled in red) and 'Submit'.



Step  
7

From your home screen, go to  
Enrollment and Plan Information.



New Mexico  
Public Schools Insurance Authority

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

EE\_Main

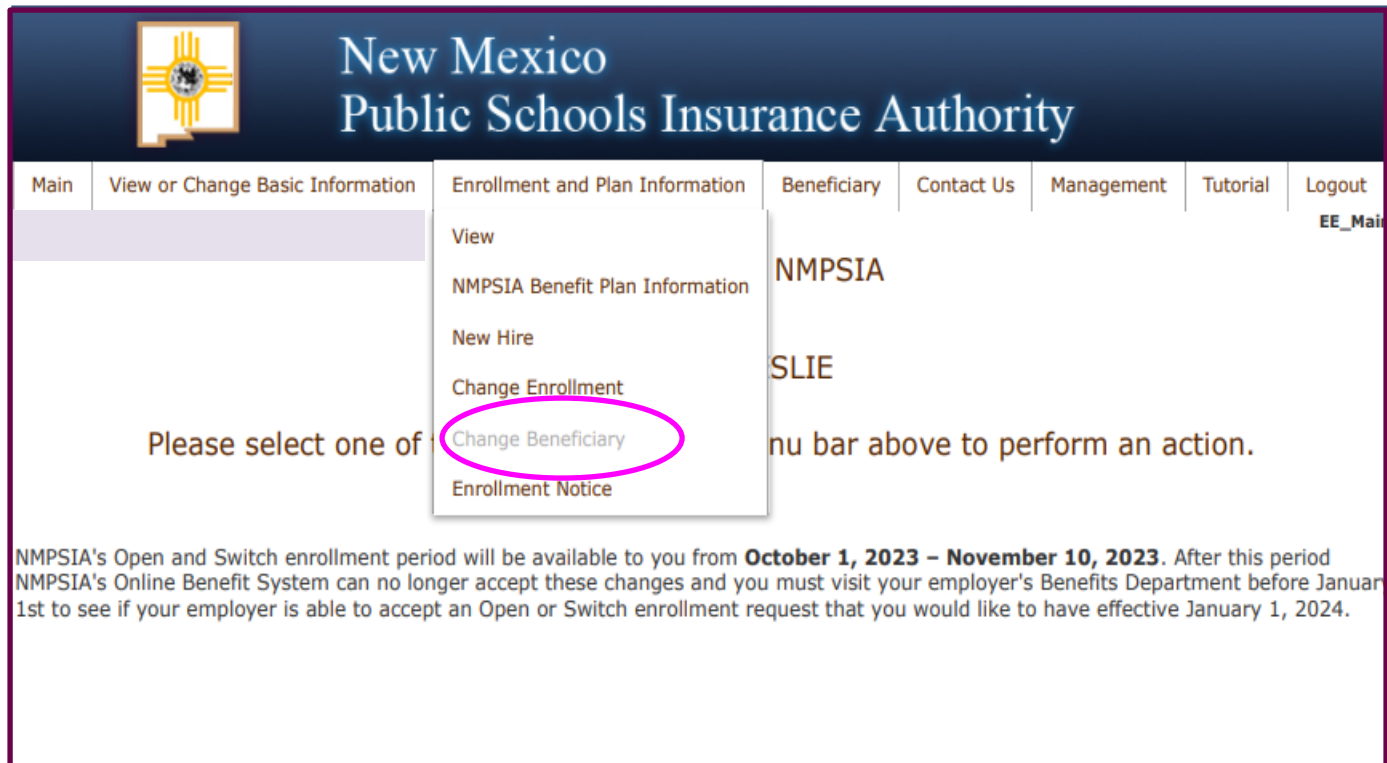
District ID:

Please select one of the options from the menu bar above to perform an action.

IMPSSIA's Open and Switch enrollment period will be available to you from **October 1, 2023 – November 10, 2023**. After this period IMPSSIA'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, 2024.

Step  
8

From the drop-down box, Select Change Beneficiary.

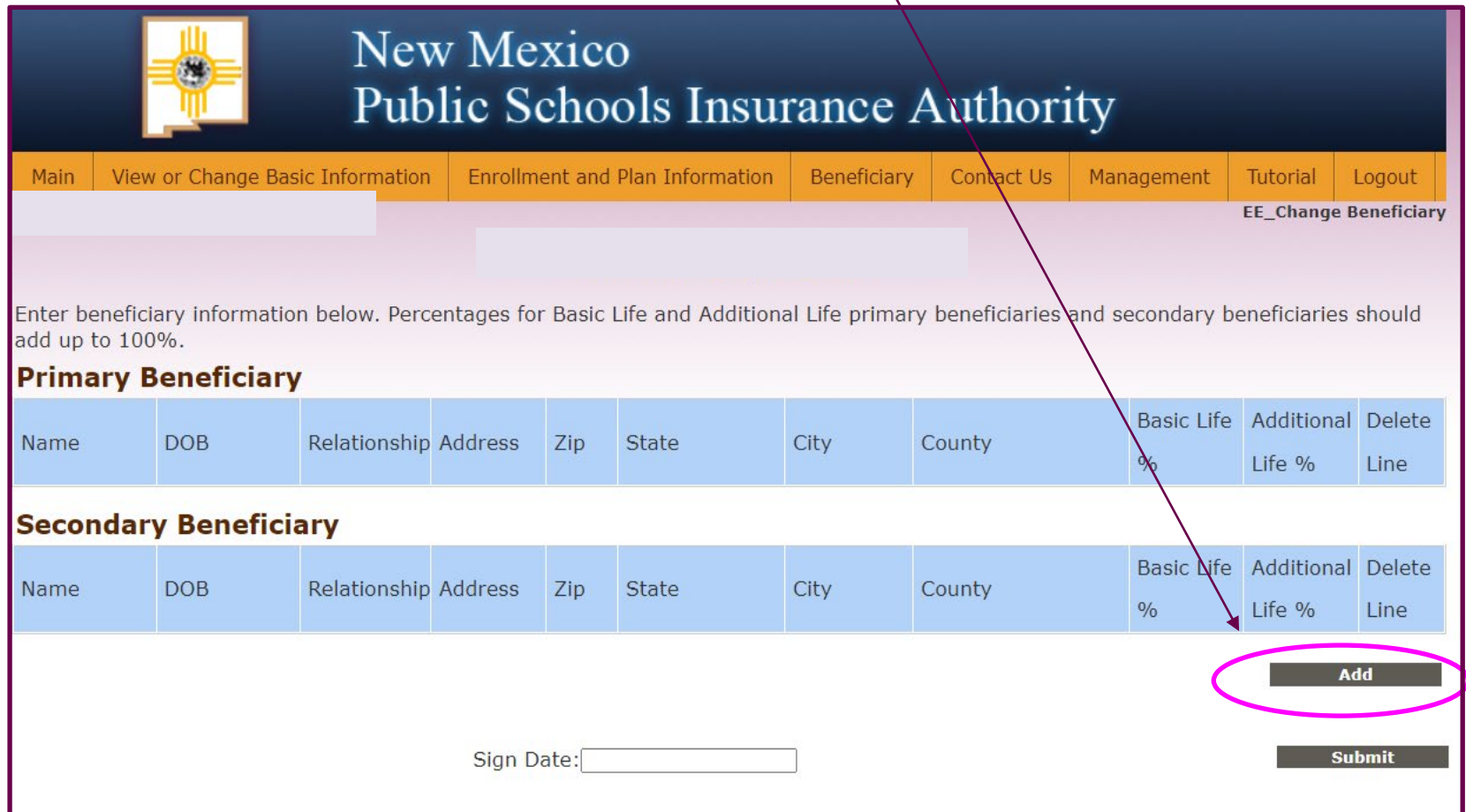


The screenshot shows the website header for the New Mexico Public Schools Insurance Authority. The navigation menu includes: Main, View or Change Basic Information, Enrollment and Plan Information, Beneficiary, Contact Us, Management, Tutorial, and Logout. The 'Enrollment and Plan Information' dropdown menu is open, listing: View, NMPSIA Benefit Plan Information, New Hire, Change Enrollment, Change Beneficiary (circled in pink), and Enrollment Notice. The main content area displays 'NMPSIA' and 'SLIE' with a message: 'Please select one of the buttons in the menu bar above to perform an action.' A notice at the bottom states: 'NMPSIA's Open and Switch enrollment period will be available to you from **October 1, 2023 – November 10, 2023**. 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, 2024.'

Step  
9

This is what the screen will look like before  
you add a beneficiary  
Select “Add”.

If a schedule a  
document was  
completed by the  
employee and  
the employer has  
witnessed, you  
can add as an  
attachment.



New Mexico  
Public Schools Insurance Authority

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

EE\_Change Beneficiary

Enter beneficiary information below. Percentages for Basic Life and Additional Life primary beneficiaries and secondary beneficiaries should add up to 100%.

**Primary Beneficiary**

Name	DOB	Relationship	Address	Zip	State	City	County	Basic Life %	Additional Life %	Delete Line

**Secondary Beneficiary**

Name	DOB	Relationship	Address	Zip	State	City	County	Basic Life %	Additional Life %	Delete Line

Sign Date:

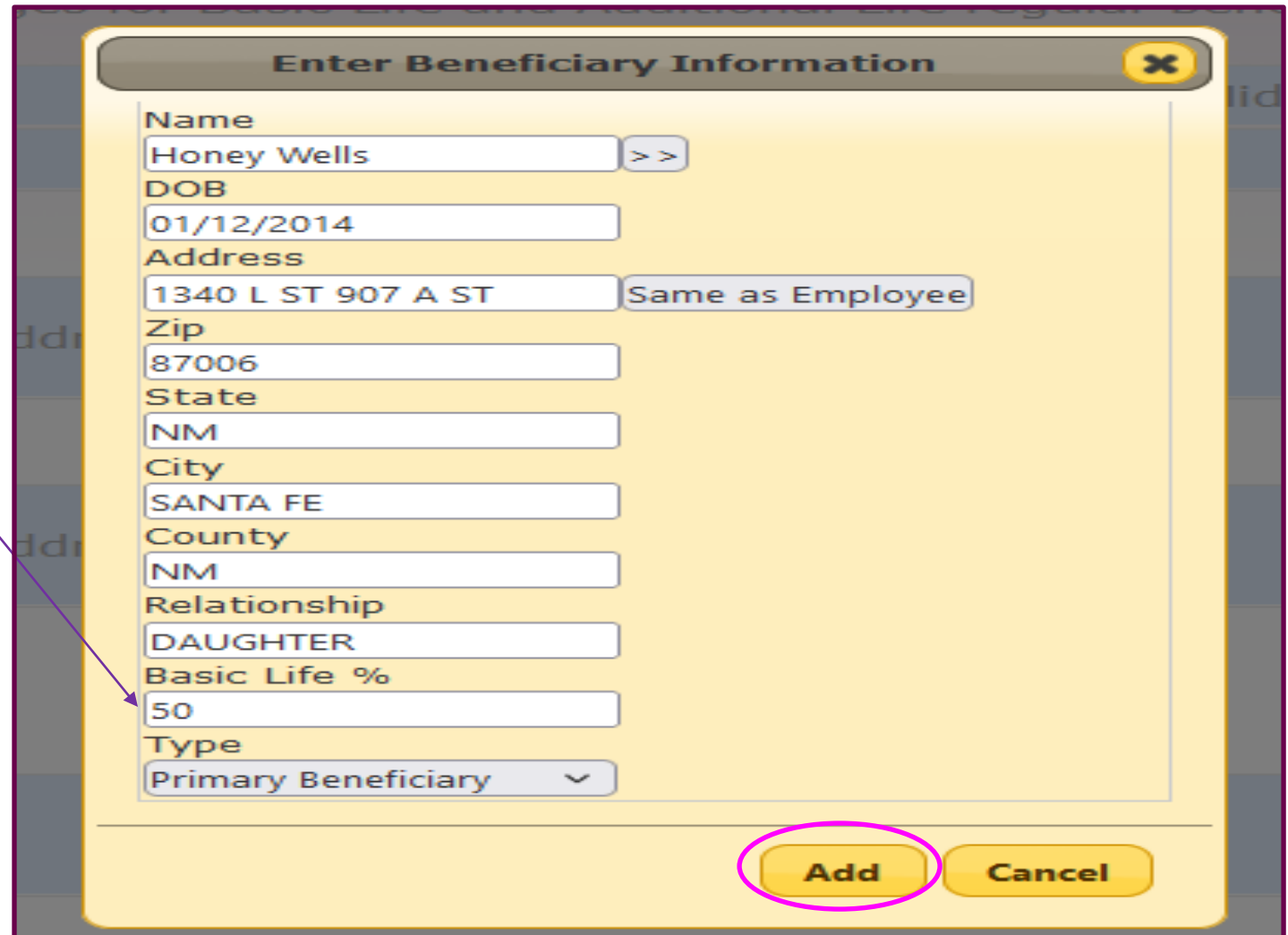
**Add**

**Submit**

Step  
10

Enter the Beneficiary information,  
Select Add.

If you are entering more than one beneficiary, please make sure that each percentage entered will equal 100%. (Example: if you are entering two beneficiaries like the one shown each should be 50%) or it will not accept the beneficiary.



The screenshot shows a web form titled "Enter Beneficiary Information" with a close button (X) in the top right corner. The form contains the following fields:

- Name: Honey Wells
- DOB: 01/12/2014
- Address: 1340 L ST 907 A ST
- Zip: 87006
- State: NM
- City: SANTA FE
- County: NM
- Relationship: DAUGHTER
- Basic Life %: 50
- Type: Primary Beneficiary

There is a button labeled ">>" next to the Name field and a button labeled "Same as Employee" next to the Address field. At the bottom right of the form, there are two buttons: "Add" and "Cancel". The "Add" button is circled in red.

**Step  
11**

Review the information, enter the date, add a comment  
Select Submit.

Social Security No.	Last Name	First Name	Middle Name	Suffix
788-21-4845	Gagnon	Isabella	Z	J

**Primary Beneficiary**

Name	DOB	Relationship	Address	Zip	State	City	County	Basic Life %	Delete Line
Honey Wells	01/12/2014	DAUGHTER	1340 L ST 907 A ST	87006	NM	SANTA FE	NM	50.0000 %	Delete
Henry Wells	01/12/2014	SON	1340 L ST 907 A ST	87006	NM	SANTA FE	NM	50 %	Delete

**Secondary Beneficiary**

Name	DOB	Relationship	Address	Zip	State	City	County	Basic Life %	Delete Line
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**Add Beneficiary**

**Beneficiary Attachment**

File Name	Comment	Delete Line
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**Add Attachment**

Sign Date:

Comment:

**Submit**

## This is the message your Erisa Rep will receive.

**SANTA FE PUBLIC SCHOOLS(71) ER Approved Change Beneficiary: NMPSIA Online Change Beneficiary Transactio...**

DA

**Data Admin**

To: Chere Garcia

Cc: Chere Garcia

↩ Reply
↩ Reply All
→ Forward
⋮

Thu 3/21/2024 1:05 PM

No authorization for communication by e-mail has been provided by this employee.

NMPSIA online change beneficiary transaction has been approved by ALICIA HUERTA(HUMAN RESOURCES,BENEFITS1)

Please do not respond to this e-mail message.  
This is a system generated message sent from an unmonitored e-mail account.

Social Security No.	Last Name	First Name	Middle Name	Suffix
xxx-xx-4845	Gagnon	Isabella	Z	J

**Primary Beneficiary**

Name	DOB	Relationship	Address	Zip	State	City	County	Basic Life %
Honey Wells	01/12/2014	DAUGHTER	1340 L ST 907 A ST	87006	NM	SANTA FE	NM	50.0000 %
Henry Wells	01/12/2014	SON	1340 L ST 907 A ST	87006	NM	SANTA FE	NM	50.0000 %

**Secondary Beneficiary**

Name	DOB	Relationship	Address	Zip	State	City	County	Basic Life %
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**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.**