

Employee Online System Tutorial

Change Basic Information

IMPORTANT!

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

- A "change Basic Info" can be done at any time of the year.
- 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*.

Change Basic Information allows you to update basic information such as:

- Home Phone
- Work Phone
- Cell Phone
- Email
- Preferred Contact
- Mailing Address

Change Basic Information can be done at any time throughout the year.

NOTE: *Name changes, date of birth corrections, change in marital status, or gender changes require a Change Card and supporting documentation. This will need to be done through your HR office. Please reach out to them for additional guidance.*

Step 1

Employee Login Process

All Employees have access to the Online System

The screenshot shows the website's header with the logo on the left and navigation links on the right. A blue navigation bar contains a 'User Login' button with a person icon, which is circled in red. Below the navigation bar is a banner with the text 'Welcome to the New Mexico Public Schools Insurance Authority'. A dark blue section below the banner features the authority's logo and name. Underneath, a 'Sign In...' section contains three buttons: 'Employee Login' (circled in red), 'Employer Login', and 'Manager Login'. Each button includes a sub-label: 'You are an Employee.', 'You are an Employer.', and 'You are a Manager.' respectively.

Step 2

Read 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.

Accept

Step 3

Employee Sign-In

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):

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
- 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

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:

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 for the New Mexico Public Schools Insurance Authority. Below the header is a navigation menu with options: 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

Click **View or Change Basic Information** tab and select **“Change Basic Information”**.



New Mexico
Public Schools Insurance Authority

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

View Basic Information
Change Basic Information

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

Step 8

On this screen you can “Update Basic Information” such as; *Home Phone, Work Phone, Cell Phone, Email, Preferred Contact, and Mailing Address.*

NOTE: Name changes, date of birth corrections, change in marital status, or gender changes require a Change card and supporting documentation. This will need to be done through your HR office. Please reach out to them for additional guidance.

New Mexico Public Schools Insurance Authority

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

Update Basic Information

You can only change your address and basic contact information on this screen. If you wish to make a change to any of your other information, please use Change Enrollment option of the Enrollment tab above.

Social Security No.	Last Name	First Name	Middle Name	Suffix
	Conda	Anna		

Date Of Birth	Marital Status	Gender	Home Phone	Work Phone	Cell Phone	EMail	Preferred Contact
01/01/1988	Married	Female	(555)555-5555			myemail@gmail.com	Physical Address ▾

Mailing address(Box#or Street Address)	Zip	City	State	County
line 1 123 This Street	99999	That City	NM	SANTA FE
line 2				

Employer(District or Entity Name)	Job Title	Date of Hire	Base Annual Salary	No.of Hours Contracted Per Week
	TEACHER	05/11/2023	\$0.00	38.00

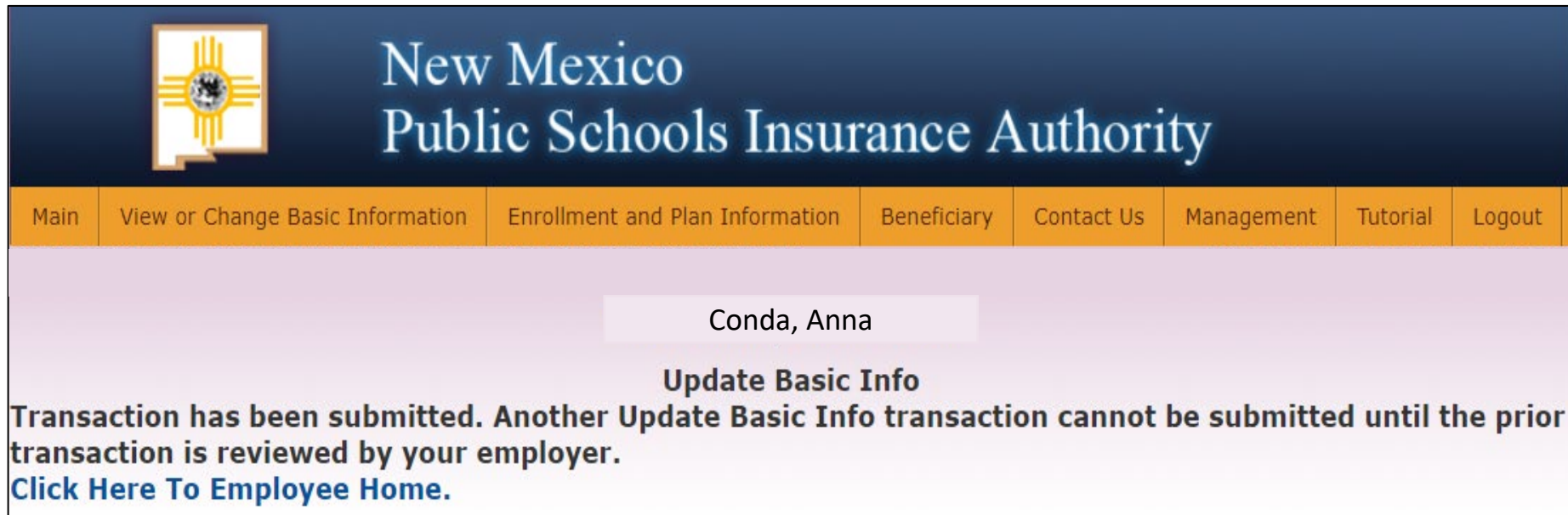
Last	First	Middle	Sfx	SSN	Date of Birth (mm/dd/yyyy)	Gender	Relationship
Conda	Anna				01/01/1988	Female	Self

Close Next



Step 9

This screen confirms that an Employee has performed an Update Basic Info transaction and it has been submitted to the Employer for review. **Please note that another transaction cannot be submitted for 24hrs.** The transaction is reviewed by the employer and a confirmation of enrollment will be sent to you via email and mail.



The screenshot shows the website header for the New Mexico Public Schools Insurance Authority. The header includes the organization's logo and name. Below the header is a navigation menu with the following items: Main, View or Change Basic Information, Enrollment and Plan Information, Beneficiary, Contact Us, Management, Tutorial, and Logout. The main content area displays the name "Conda, Anna" and the heading "Update Basic Info". A confirmation message states: "Transaction has been submitted. Another Update Basic Info transaction cannot be submitted until the prior transaction is reviewed by your employer." Below this message is a blue link that says "Click Here To Employee Home."

When an Employee makes a change through Online System both the Employer's Benefits Representative and Erisa receive Notification of an Online Pending Transaction.

Step
10


Confirmation of Enrollment

When an Employee makes a Change through the Online System, both the Employer’s Benefits Representative and Erisa will receive a Notification of an Online Pending Transaction.


When approved, the Employee will receive a Confirmation of Enrollment as in the example on the right.

The wording will match the description of the transaction made by the employee, e.g., change of address, contact information, etc.





New Mexico Public Schools Insurance Authority
 c/o Erisa Administrative Services, Inc. (505) 988-4974 or (800) 233-3164
 P. O. Box 9054; Santa Fe, NM 87504-9054



Confirmation of Enrollment

09/12/2023

USA Public Schools

Anna Conda
 123 This Street
 That City NM 99999

1234

ABC123

This Confirmation of Enrollment was generated for the following reason:
You have requested to change your address.

You have the following coverages in effect

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Carrier	Blue Cross Low	Delta Dental High	Davis Vision	Not offered by this employer	None	None	None	The Standard
Coverage	Employee Only	Employee Only	Employee Only		Declined	Declined	Declined	\$ 50,000

Information regarding you and your family as of 9/12/2023

ID	Name	Relation -ship	SS# Hipaa	Sex	Birth Date	Eligible until	M e d	D e n	V i s	L i f e	Additional Information
10	Anna Conda	SELF	ABC123	F	xx/xx/1985		Y	Y	Y	N	



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.**