Employee
Online System Tutorial

Open Enrollment

Adding Coverage/Adding Dependent

New Mexico Public Schools Insurance Authority

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IMPORTANT!

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

- An Open Enrollment change can only be done during NMPSIA's Open Enrollment period (October 1- October 31, 2025).
- **If you do not want to make changes to your benefits, you do not have to take any action, and your current plan will automatically renew.**
- Only one transaction may be performed at a time.
- Only one transaction is allowed per day.
- Be prepared to START AND FINISH during one sitting. If you are interrupted during the process, the system may time out due to inactivity and/or log you out. Simply log back in to pick up where you left off.
- Have all information needed and available to prevent system time out, such as dependents date of birth and social security number.
- Enter all data in the required format (i.e., DOB: mmddyyyy).

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What is Open Enrollment?

Open Enrollment is the period each fall when eligible employees may enroll themselves and/or eligible dependents in a medical, dental or vision plan when they have not done so previously or at the time of a qualifying event.

Changes to benefits are effective January 1, 2026.

During Open Enrollment, an eligible employee may elect to:

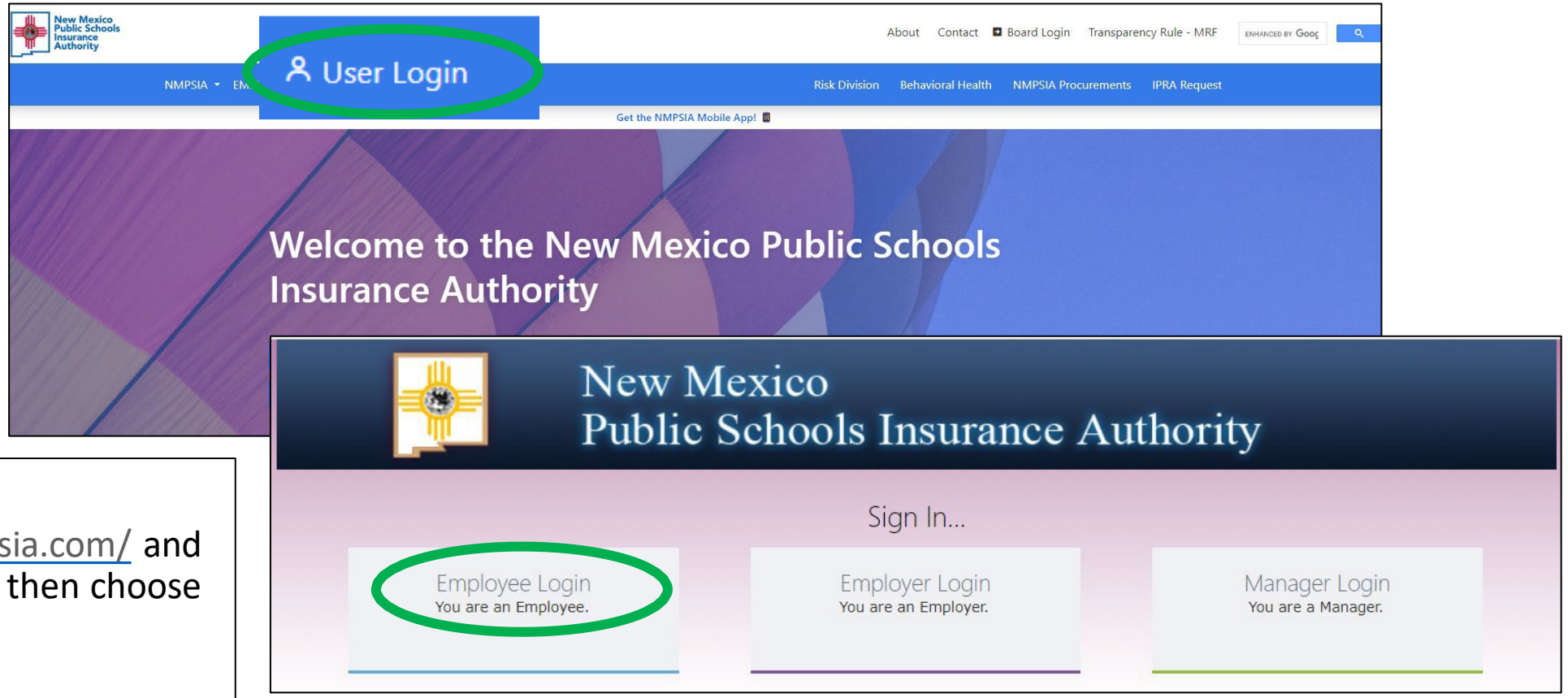
- Add medical, dental, and/or vision coverage
  (2-year lock-in rule applies to vision coverage)
- Add eligible dependents to medical, dental or vision coverage

NOTE: Long Term Disability, Additional Employee Life, and/or Additional Spouse Life is allowed any time of the year by requesting □ Evidence of Insurability on the Employee Enrollment/Change Form or via the Employee Login online system and submitting to your employer for signature or approval. (Evidence of insurability and approval by The Standard will be required. If approved, the effective date will be determined as the first of the following month from the decision date.)

Employee Login Process from https://nmpsia.com/

All Employees will have access to the Online System during Open Enrollment.

Step 1

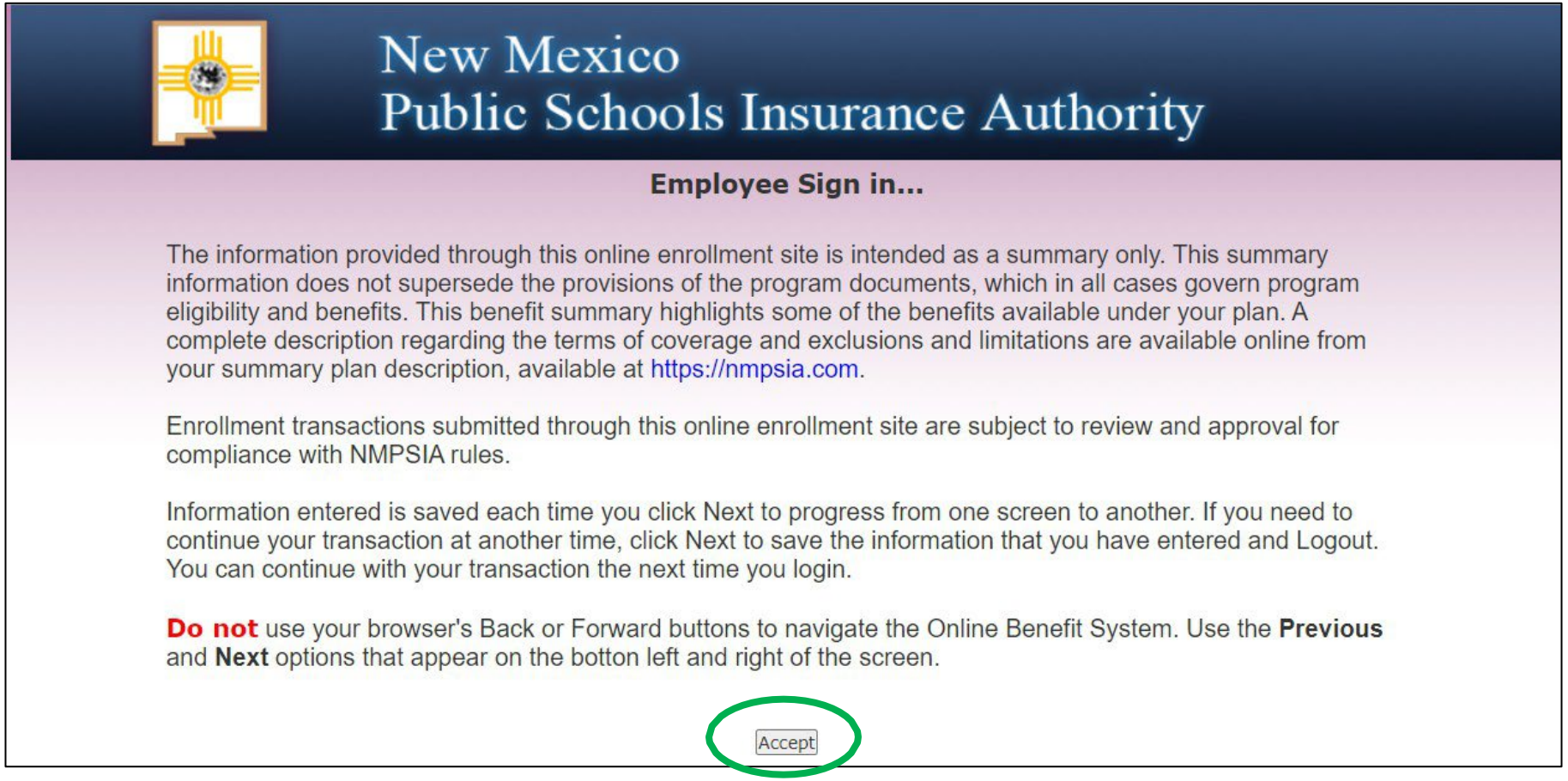


Go to https://nmpsia.com/ and click on User Login then choose Employee Login.

Employee Login

Step 2

Read the page and select **"Accept"** to continue.



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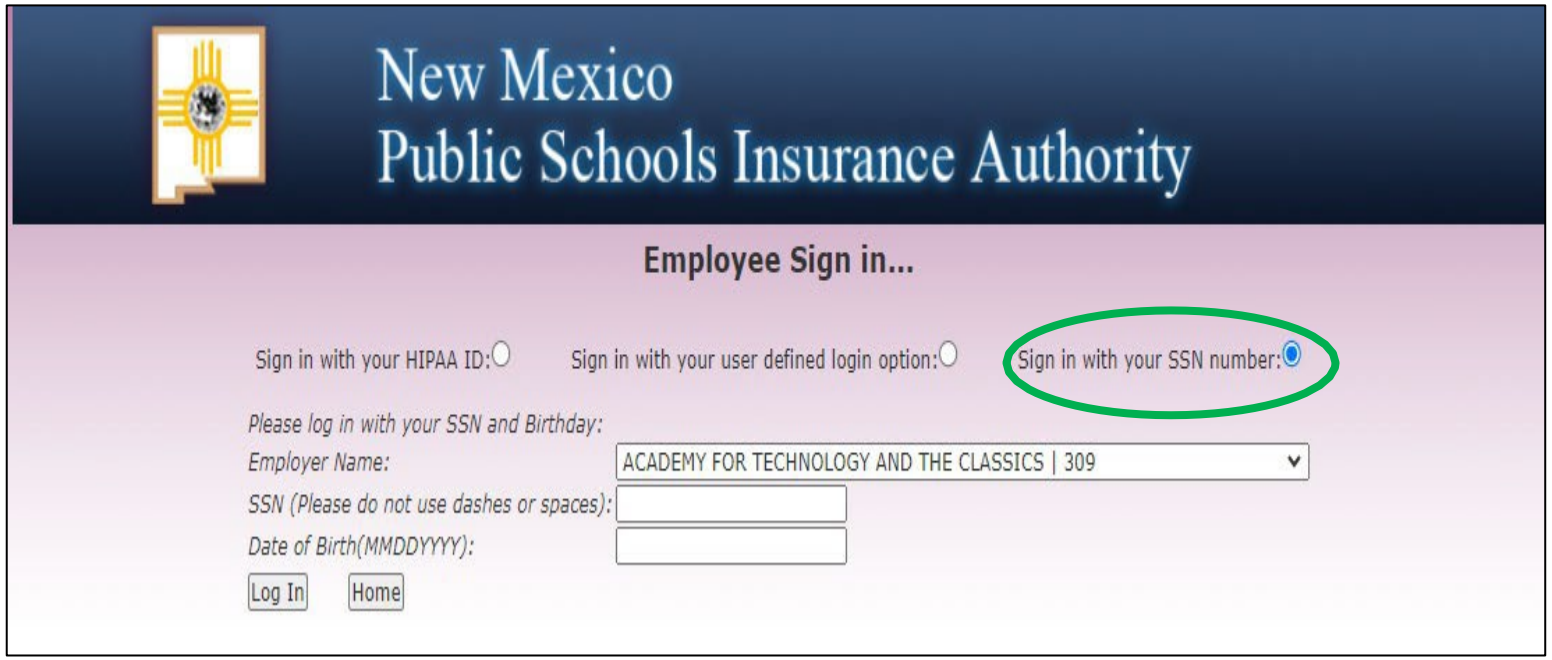
Employee Login

Step 3

You have the option to sign in using your *HIPAA ID* (found on a Confirmation Notice), *User Defined Login Option* (previously created by you), *or your Social Security Number (SSN).* In this example, we will use the SSN.



Employee Login

Step 3a

Find your **Employer Name** by clicking the *caret* on the drop-down box.

Employee Login

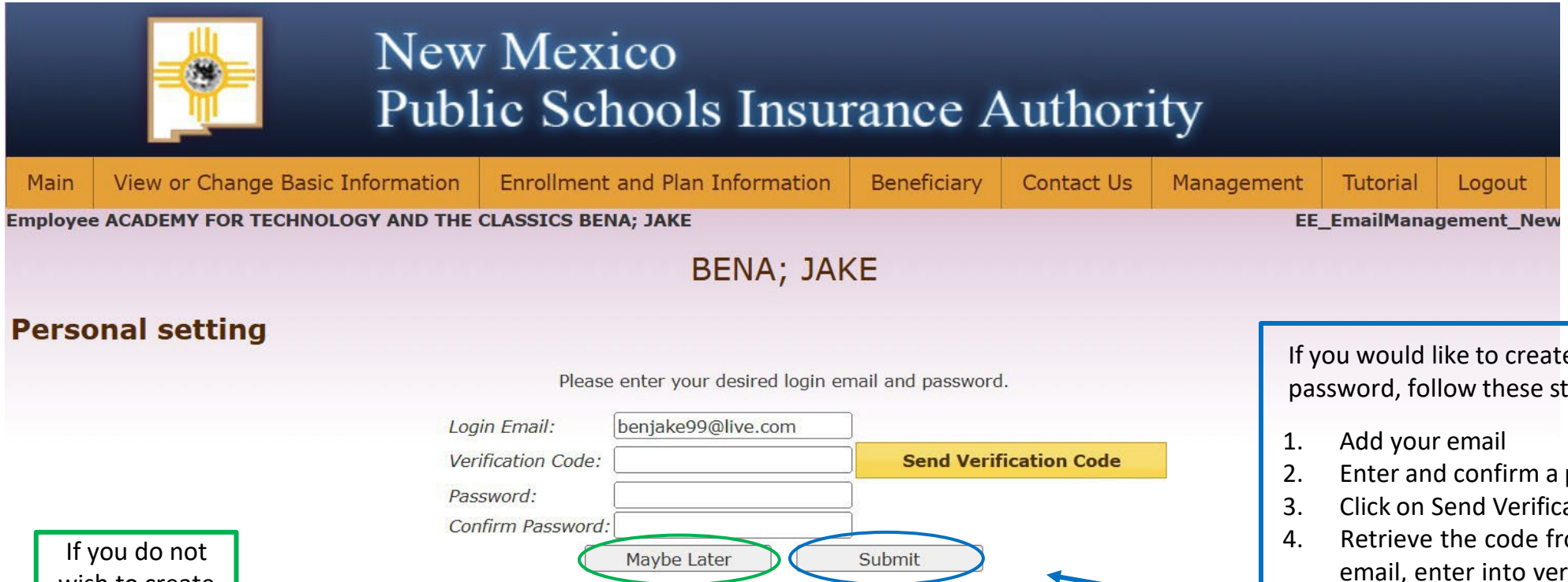
Step 3b

Enter your SSN **(do not use dashes or spaces)**
Enter your Date of Birth ***(MMDDYYYY)*** and click **"Log In"**.

Employee Login

Step 4

You can create your own username and password and click **"Submit"** or click **"Maybe Later"** to proceed.



If you do not wish to create your own password, click maybe later

If you would like to create your own password, follow these steps:

1. Add your email
2. Enter and confirm a password
3. Click on Send Verification Code
4. Retrieve the code from your email, enter into verification field
5. Click submit

Employee Login – Open/Switch Enrollment

Step 5

Under **Enrollment and Plan Information**, click on **Open/Switch Enrollment**.

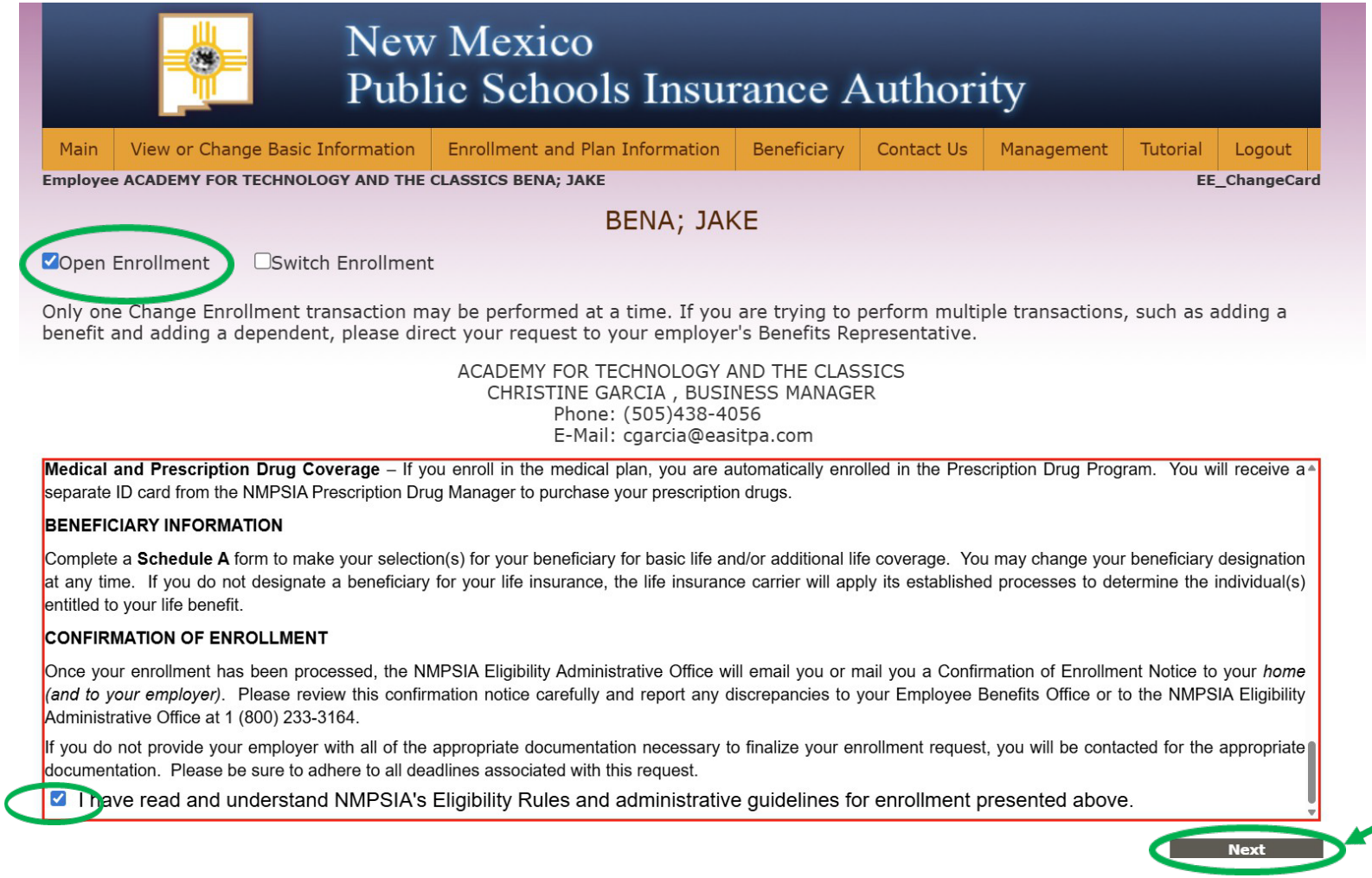
Employee Login - Choose Open Enrollment

Step 6

On this screen the employee will start the **"Open Enrollment"** process.

"Open Enrollment" allows Employees to ADD eligible dependents to existing coverage and allows ENROLLMENT into medical, dental, and/or vision coverage.

(Note the 2-year minimum requirement for vision coverage).



Read notifications in their entirety and click acceptance of NMPSIA's Eligibility Rules and click "Next".

Employee Login – Choose Add Dependent

Your information will appear on this screen. You can add coverage and/or add dependents on this screen.

Step 7

If you would like to add coverage, click the *caret* on the drop-down box for the benefit carrier you would like to add for Medical, Dental and/or Vision.

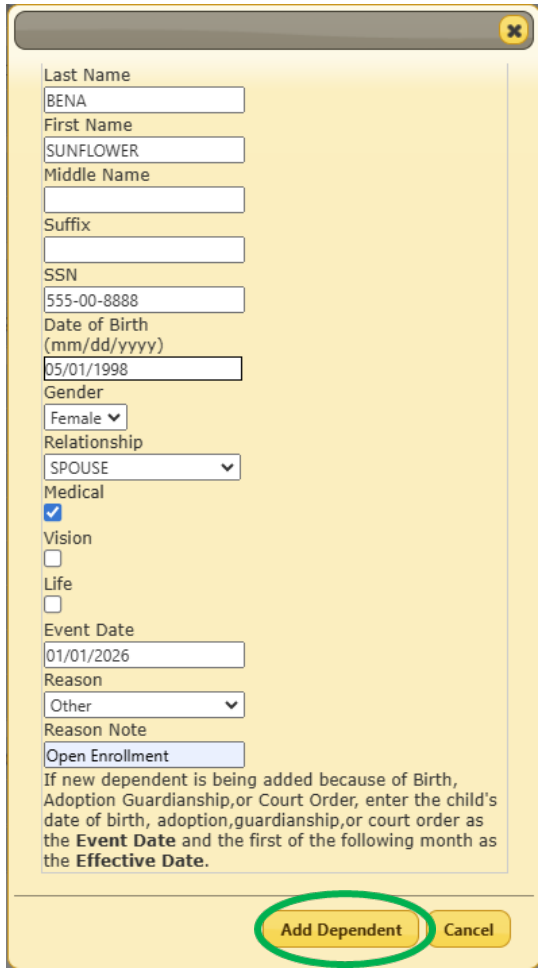
If you would like to add dependents to coverage, Click **"Add Dependent"** at the bottom left-hand corner of the screen.

Click on the *caret* on the drop-down box to **select the benefit carrier plan option** you would like to select: "High or Low."

Employee Login – Choose Add Dependent

Step 7a

If you are adding a dependent a pop-up window will appear requiring the dependent's information. Follow the format requirements on all fields. Once all information is entered click **"Add Dependent"**.



Employee Login – Choose Add Dependent

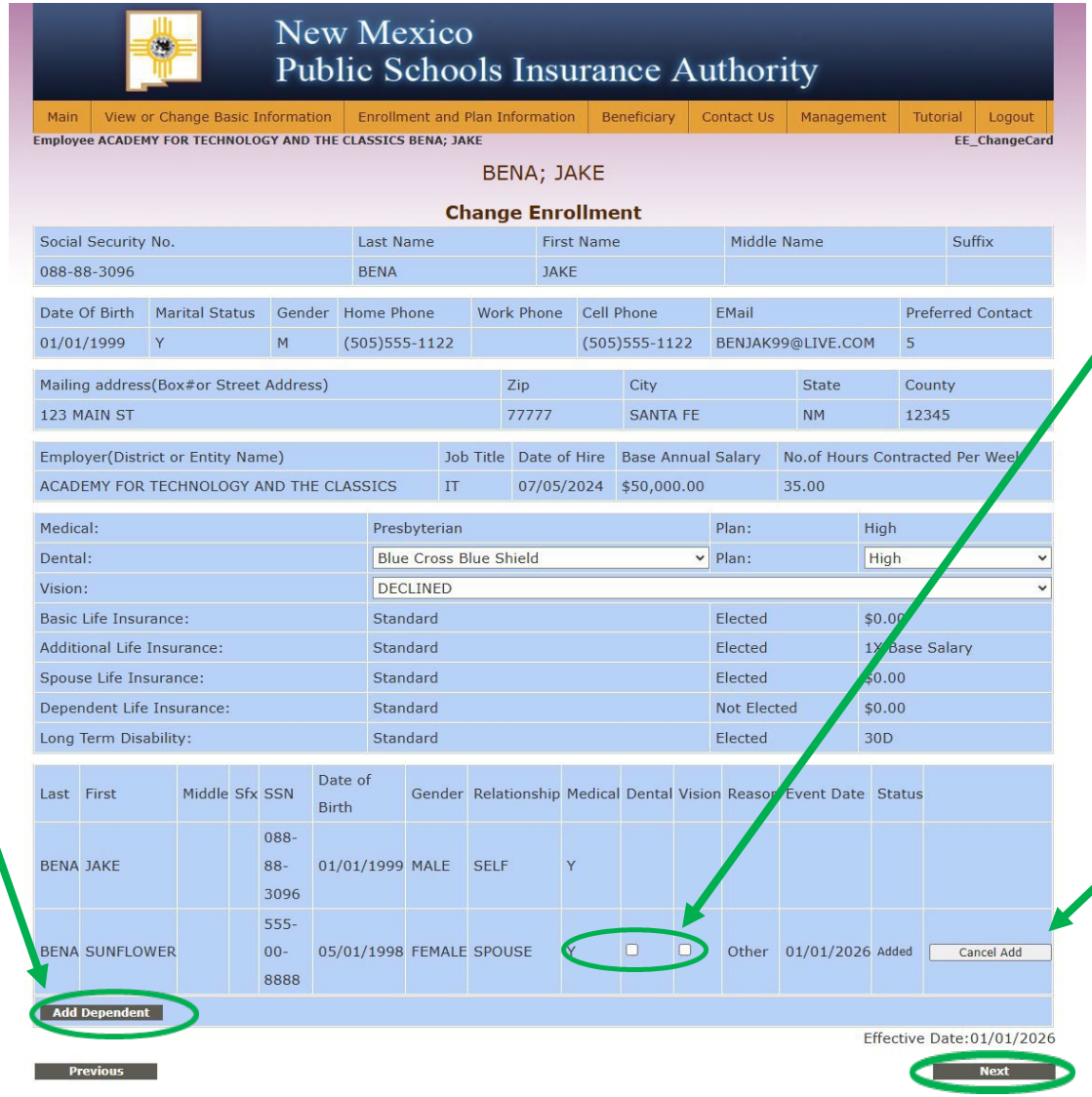
You can now view the added dependent's information.

If you are sure the information is correct, select **"Next".**

Step 7b

Note: To **ADD** additional eligible dependents, click **"Add Dependent"** on the lower left-hand corner and repeat Step 7b and review data until you have added everyone you want to add.

Once all dependents are shown correctly on this screen, click **"Next"**.

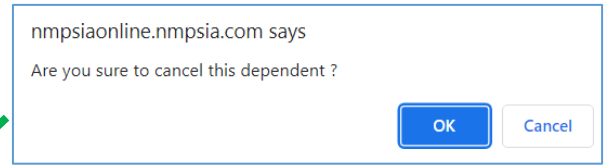


Click the boxes next to the coverage you would like to add the dependent to then select **"Next".**

Please note if you intend to exclude a dependent under the age of 18 from any line of coverage proof of other coverage is required.

If the information shown is **not correct** you can select **"Cancel Add"**.

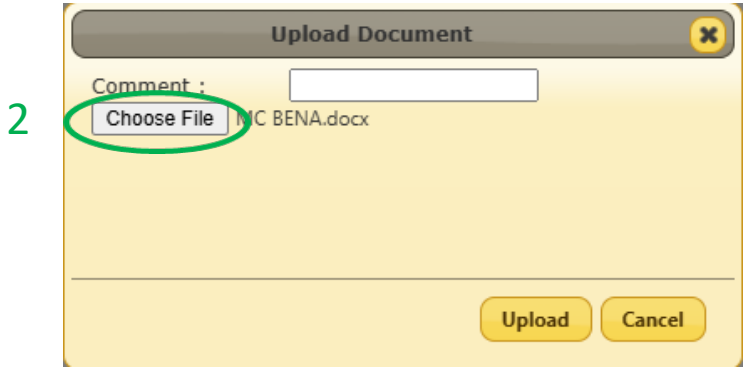
Click **"OK"** in the pop-up at the top of the screen to start all over and enter the information correctly.



Employee Login - Upload Documents for Added Dependent(s)

Step 8

1. Click **"Upload Document"**. The Upload Document box will appear.
2. Select **"Choose File" and "upload"**.



Step 8a

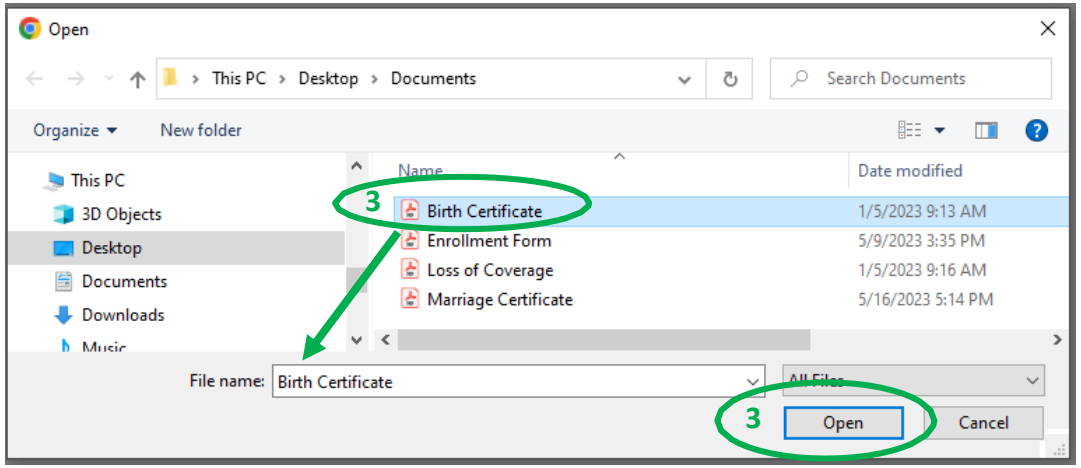
Employee Login – Upload Documents for Added Dependent(s)

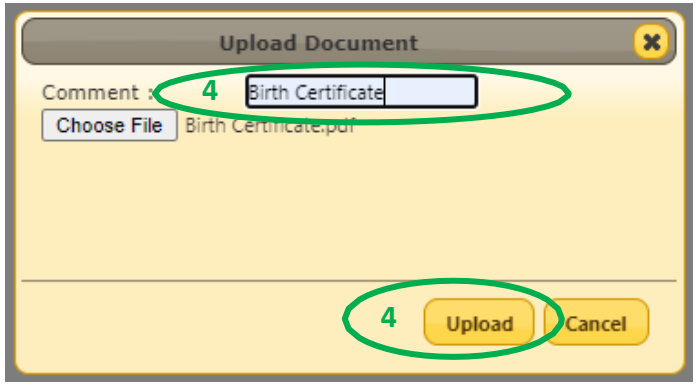
Note:

- A copy of a Marriage Certificate (not Marriage License) or Schedule C validated by your employer is required to add a spouse.
- A copy of a Birth Certificate or Schedule B validated by your employer is required to add children. These documents must be scanned and saved for upload.
- These documents are required before any of your dependents will be added to coverage.

3. A file folder box will open with your documents. Select your document and click **"Open"**. The **"Upload Document"** box will open. Next to **"Choose File"** the file name will appear to confirm you selected the correct file.

4. Type the name of your document and click **"Upload"**.





Remember to repeat this step for all family members you are requesting to add to your benefit coverage.

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Step 8b

Employee Login – Upload Documents for Added Dependent(s)

5. Your document will show that it was uploaded under **"File".** Click **"Next"**.

Note:

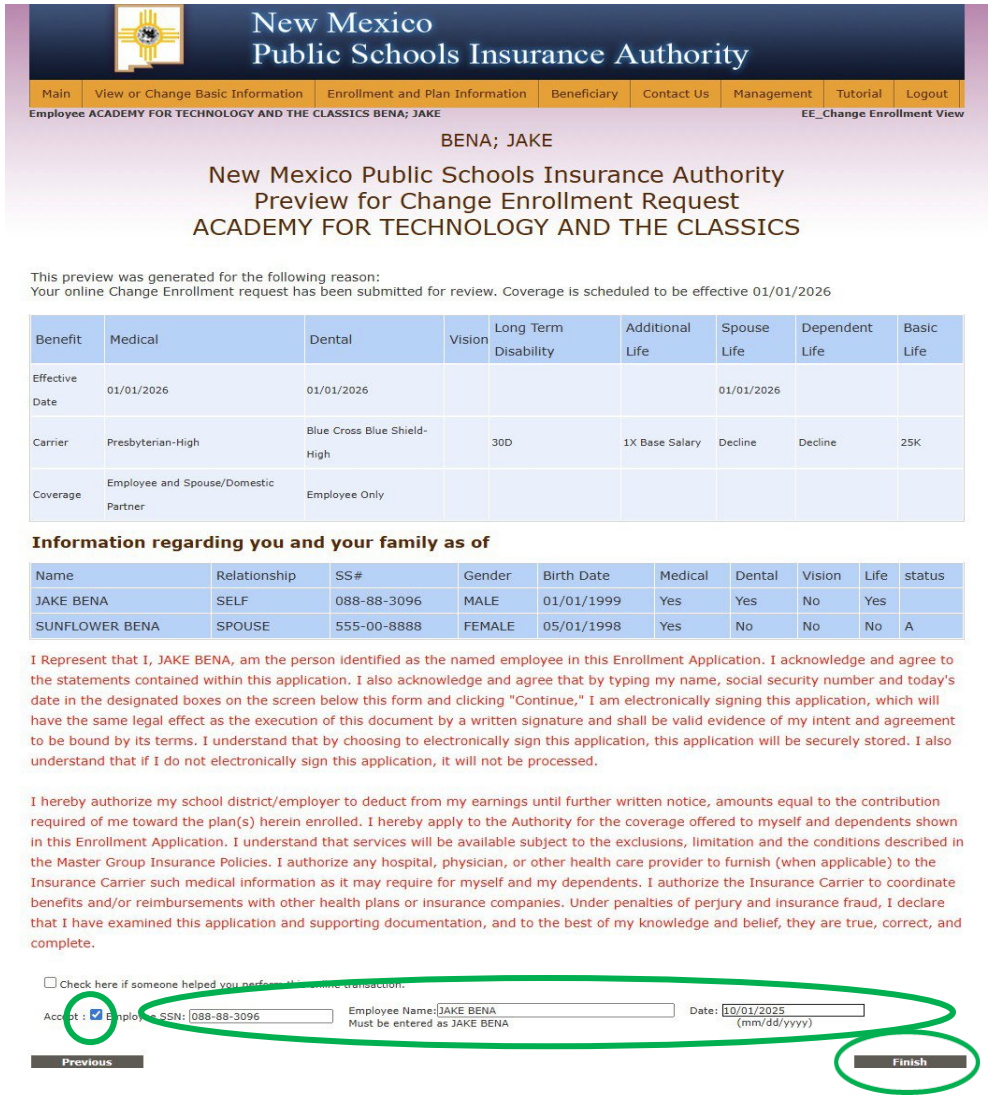
- A copy of a Marriage Certificate (not Marriage License) or Schedule C validated by your employer is required to add a spouse.
- A copy of a Birth Certificate or Schedule B validated by your employer is required to add children. These documents must be scanned and saved for upload.
- These documents are required before any of your dependents will be added to coverage.

Employee Login - Preview Change Enrollment Request

Read the disclaimer in red print and authorize by clicking **"Accept"**. Check the box at the end of the disclaimer if someone helped you perform the online transaction.

Step 9

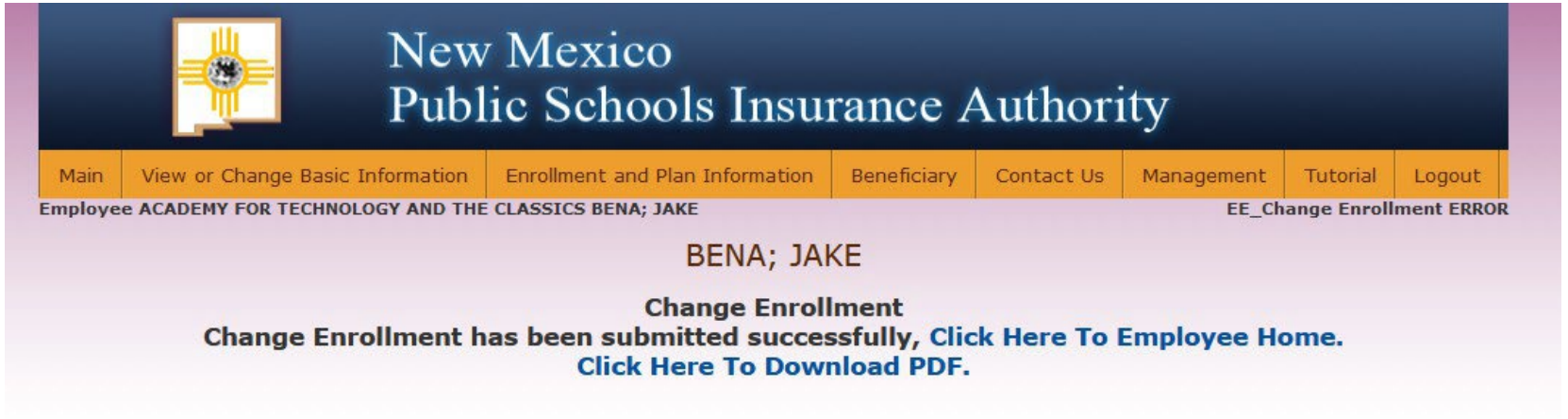
- Enter your **social security number**.
- Enter your **full name as shown**.
- Enter **the current date that you completed the process**.
- Click **"Finish"**.



Employee Login – Open Enrollment Submitted

Step 10

You will see this message after you complete **"Step 9"**. This shows your transaction has been submitted to your Benefits Specialist for approval.



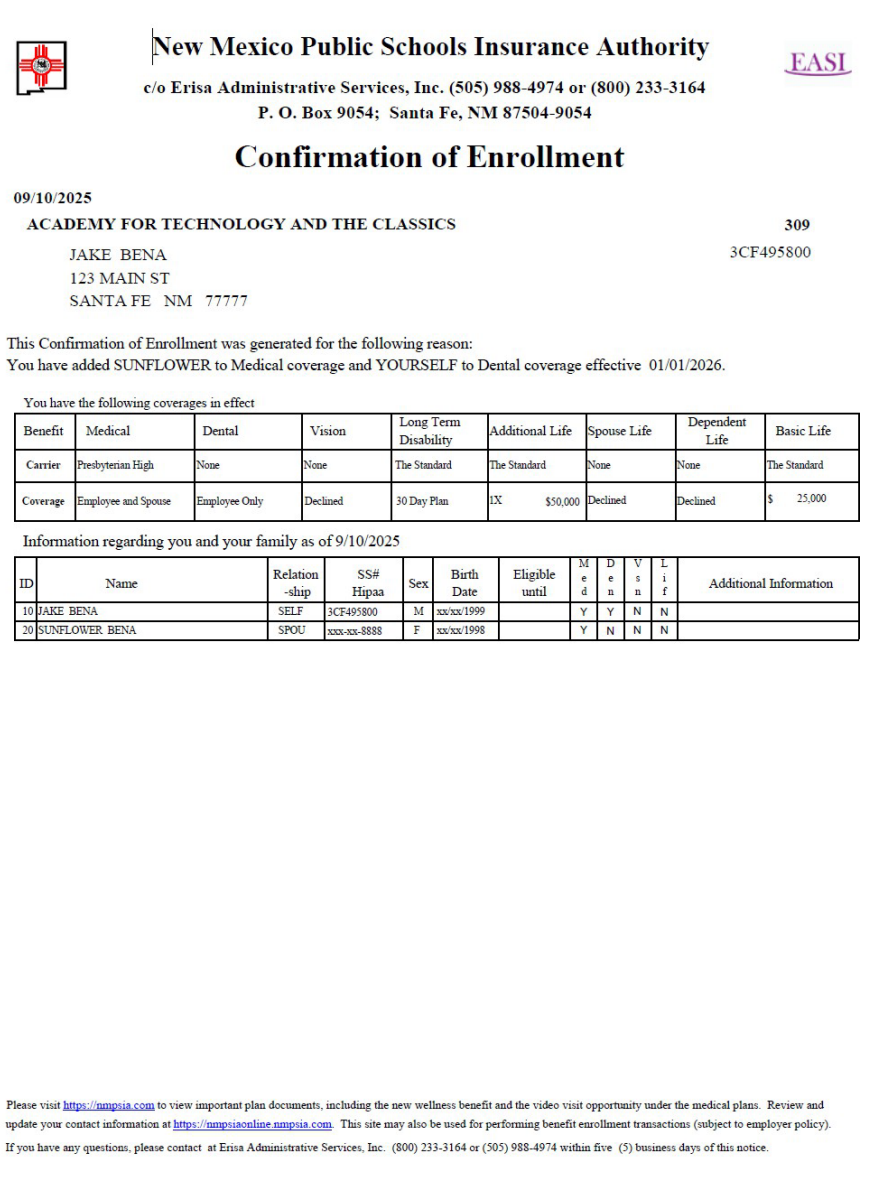
Remember to sign back in to the Online Benefit System in the next one or two days to check the status of your enrollment transaction.

Employee Login – Confirmation of Enrollment

Step 11

When an Employee makes a Change on the Online System, both the Employer's Benefits Specialist and Erisa will receive a Notification of an Online Pending Transaction.

When approved, the Employee will receive a **"Confirmation of Enrollment"** via USPS mail at the address provided, as in this example on the right. The wording will match the description of the transaction made by the employee.



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

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Confirmation of Enrollment

09/10/2025

ACADEMY FOR TECHNOLOGY AND THE CLASSICS 309

JAKE BENA 3CF495800
123 MAIN ST
SANTA FE NM 77777

This Confirmation of Enrollment was generated for the following reason:
You have added SUNFLOWER to Medical coverage and YOURSELF to Dental coverage effective 01/01/2026.

You have the following coverages in effect

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Carrier	Presbyterian High	None	None	The Standard	The Standard	None	None	The Standard
Coverage	Employee and Spouse	Employee Only	Declined	30 Day Plan	1X $50,000	Declined	Declined	$ 25,000

Information regarding you and your family as of 9/10/2025

ID	Name	Relation -ship	SS# Hipaa	Sex	Birth Date	Eligible until	Med	Den	Vsn	Lif	Additional Information
10	JAKE BENA	SELF	3CF495800	M	xx/xx/1999		Y	Y	N	N	
20	SUNFLOWER BENA	SPOU	xxx-xx-8888	F	xx/xx/1998		Y	N	N	N	

Please visit https://nmpsia.com to view important plan documents, including the new wellness benefit and the video visit opportunity under the medical plans. Review and update your contact information at https://nmpsiaonline.nmpsia.com. This site may also be used for performing benefit enrollment transactions (subject to employer policy).
If you have any questions, please contact at Erisa Administrative Services, Inc. (800) 233-3164 or (505) 988-4974 within five (5) business days of this notice.

The Employee must review this **"Confirmation of Enrollment"** carefully to confirm all the information is correct.

If information is **incorrect** the Employee **must report changes immediately** to their Benefits Specialist to make corrections.

Each note will vary and will reflect your transaction request

Thank you for utilizing this valuable tool.

We hope you found it helpful and user friendly.

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