



Employee Tutorial

NMPSIA Online Benefits System

For Employee's whose Employer grants online access to make certain changes



Erisa Administrative Services, Inc.



Please note that Changes made during the Open/Switch Enrollment period are effective January 1st of the following year



Erisa Administrative Services, Inc.



New Mexico
Public Schools
Insurance
Authority

Employee Process

New Mexico Public Schools Insurance Authority

NMPSIA Employers Employees Behavioral Health **Online Access Login**

New Mexico Public Schools Insurance Authority

Sign In...

Employee Login
You are an Employee.

Employer Login
You are an Employer.

Manager Login
You are a Manager.

All Employees have access to Online System

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

EASI

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Employee Process

This Employer Grants **Limited** Access to the Employee



VIEW Only



Update Email Only



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

Dist ID: 113 CLOVIS MUNICIPAL SCHOOLS

Email Address: EDIT

Can NMPSIA's Eligibility Administrative Office communicate with you by e-mail about your participation in NMPSIA's benefit plan? Yes No

Submit



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Employee Process

This Employer GRANTS Access to Employee to Make Basic Changes

The screenshot shows the New Mexico Public Schools Insurance Authority website. At the top, there is a navigation bar with links for NMPPIA, Employers, Employees, Behavioral Health, and Online Access Login (circled in red). Below this is a header for the New Mexico Public Schools Insurance Authority. A 'Sign In...' button is circled in red. Underneath, there are three login options: Employee Login (You are an Employee), Employer Login (You are an Employer), and Manager Login (You are a Manager). The 'Employee Sign in...' section has three radio buttons: 'Sign in with your HIPAA ID', 'Sign in with your user defined login option', and 'Sign in with your SSN number' (selected). Below this, there are fields for 'Employer Name' (BELEN CONSOLIDATED SCHOOLS | 87), 'SSN', and 'Date of Birth (MMDDYYYY)' (01010001). There are 'Log In' and 'Home' buttons. At the bottom, there is a menu bar with options: View Basic Information, Enrollment and Plan Information, Beneficiary, Contact Us, Management, Tutorial, and Logout. The 'View Basic Information' option is circled in red. Below the menu bar, there is a message: 'Please select one of the options from the menu bar above to perform an action.'



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Employee's with Access Can Update Basic Information

Employee BELEN CONSOLIDATED SCHOOLS EE_UpdateBasicInfo

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			
Date Of Birth	Marital Status	Gender	Home Phone	Work Phone	Cell Phone	Email	Preferred Contact
Mailing address(Box#or Street Address)	Zip	City	State	County			
Employer(District or Entity Name)	Job Title	Date of Hire	Base Annual Salary	No.of Hours Contracted Per Week			
Last	First	Middle	Sfx	SSN	Date of Birth (mm/dd/yyyy)	Gender	Relationship

Close Next

Phone #

Email

Address



Employee's with Access can Upload Documents to Report Changes

Update Basic Information

Select the **Upload Document** button if you need to provide copies of supporting documents such as marriage certificate, Affidavit of Domestic Partnership, or birth certificate for your dependents. This option can also be selected if you wish to provide any supplemental information in relation to your enrollment or eligibility for benefits through NMPSIA's benefit plans.

When prompted for **Document Type**, enter the type of document you are providing and which family member the document is for. Click **Upload** in the Upload Document window to continue.

Click **Finish** in the Update Basic Information window to complete your transactions.

Last	First	Middle	Sfx	SSN	Date of Birth	Gender	Relationship	Document Type	Upload
									Upload Document
									Finish



Update Basic Info

Transaction has been submitted. Another Update Basic Info transaction cannot be submitted until the prior transaction is reviewed by your employer.
[Click Here To Employee Home.](#)



Employer Process

When an Employee makes a change on the online system their Employer receives notice that an Online Change has occurred



Employer Sign in...

Please log in with your district id and password

District ID:

Representative Name:

Password:

[Forgot Your Password](#)

Employer retrieves the Employee online change

Home Inquiry Review New Hire Employer Information Cancel EE Report LOA Training Material Feedback Logout

Employer BELEN CO

Basic Info

New Hire

Change Enrollment

Change Beneficiary

Cancel EE

Premium Split

Review Batch New Hire

Change Salary

CONSOLIDATED SCHOOLS Policy (dist id: 87)

	Yes
	Yes
	Yes
e	Yes
y) Life Insurance	Yes
nce	Yes
urance	Yes
y	No
	No
on	No

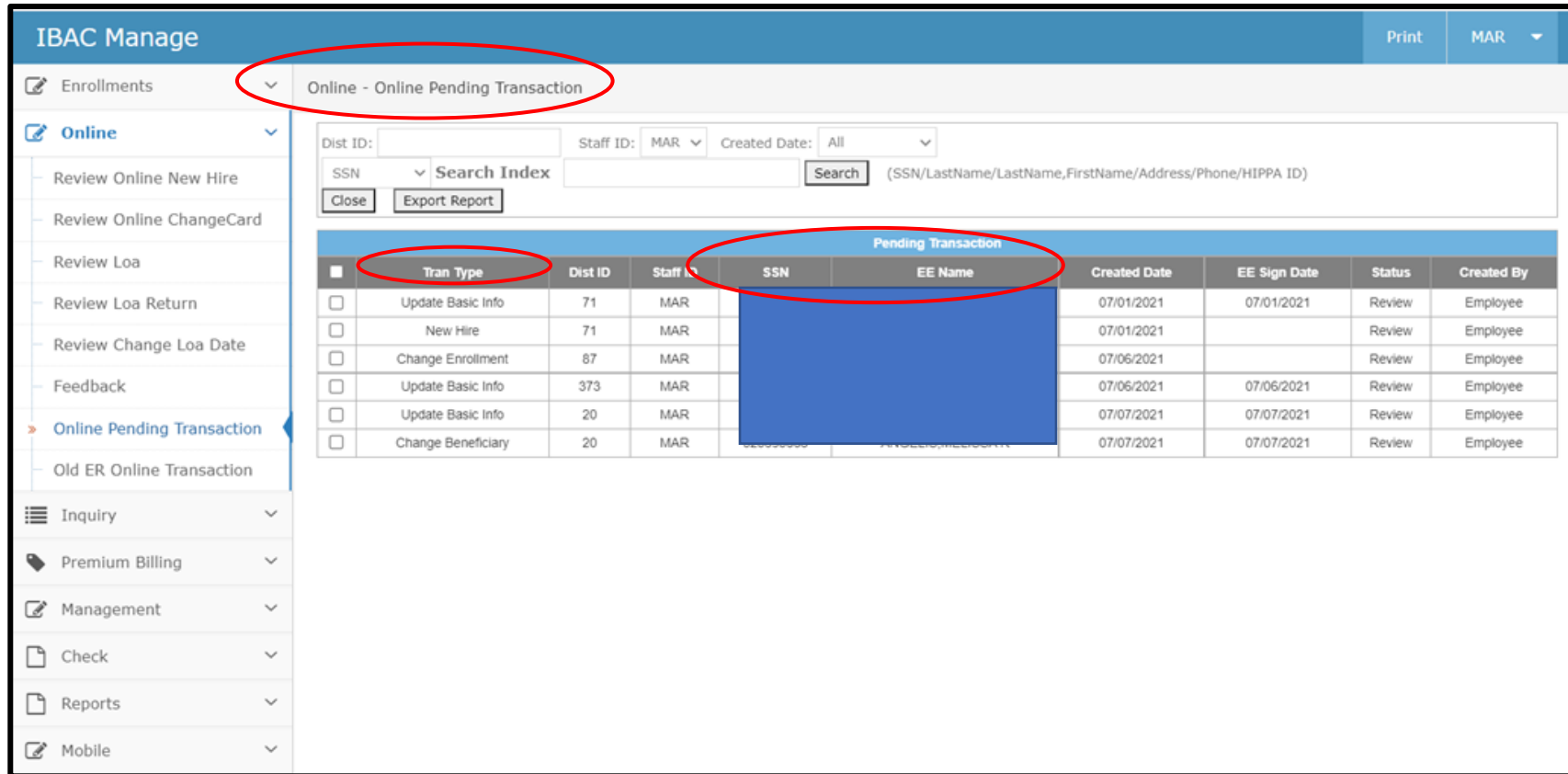
Employee Info

Review Change Enrollment List

Perform Employee Change Enrollment
Review Approved Change Enrollment

EE SS	First Name	Mid Name	Last Name	EE Change Enrollment Start Time	EE Change Enrollment Submit Time	Close
						Close

When an Employee makes a Change to Online System Erisa also receives Notification of an Online Pending Transaction



IBAC Manage Print MAR

Enrollments Online - Online Pending Transaction

Online

- Review Online New Hire
- Review Online ChangeCard
- Review Loa
- Review Loa Return
- Review Change Loa Date
- Feedback
- Online Pending Transaction**
- Old ER Online Transaction

Inquiry Premium Billing Management Check Reports Mobile

Dist ID: Staff ID: MAR Created Date: All

SSN Search Index Search (SSN/LastName/LastName,FirstName/Address/Phone/HIPPA ID)


Close Export Report

Pending Transaction									
	Tran Type	Dist ID	Staff ID	SSN	EE Name	Created Date	EE Sign Date	Status	Created By
<input type="checkbox"/>	Update Basic Info	71	MAR			07/01/2021	07/01/2021	Review	Employee
<input type="checkbox"/>	New Hire	71	MAR			07/01/2021		Review	Employee
<input type="checkbox"/>	Change Enrollment	87	MAR			07/06/2021		Review	Employee
<input type="checkbox"/>	Update Basic Info	373	MAR			07/06/2021	07/06/2021	Review	Employee
<input type="checkbox"/>	Update Basic Info	20	MAR			07/07/2021	07/07/2021	Review	Employee
<input type="checkbox"/>	Change Beneficiary	20	MAR			07/07/2021	07/07/2021	Review	Employee



Erisa Will make the requested change, notify the Employer that change has been made and mail a Confirmation notice to 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



Confirmation of Enrollment

08/24/2022 ← Date Request Processed

Santa Fe Restaurant School ← Employer

Ronald McDonald
 123456 Bic Mac Way
 Santa Fe NM 12345 ← Employee Requesting Change

777 ← District ID#
 1A2B3C4 ← HIPAA ID#

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

You have the following coverages in effect

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Carrier	None	None	Overview of your current coverages			None	The Standard	
Coverage	Declined	Declined	Declined	Declined	Declined	Declined	Declined	\$ 25,000

Information regarding you and your family as of 8/24/2022

		Member/Family Overview							Additional Information		
ID	Name	Relation	-ship	Hipaa	Date	until	e	s	s	r	
01	Ronald McDonald	Self		1204	M	1111	1/11/1111	N	N	N	N

Customer Service and Support

Please visit <https://www.easi.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://myportal.easi.com>. This site may also be used for performing benefit enrollment transactions (subject to employer policy).
 If you have any questions, please contact Chere Garcia at Erisa Administrative Services, Inc. (800) 233-3164 or (505) 988-4974 within five (5) business days of this notice.