New Mexico Public Schools Insurance Authority

Recognize Accurate & Timely Reporting Resources

Enrollment Process – Follow the steps

Step 1

NH or QE is reported

Collect NH or QE data facts

Step 2

Confirm NH is benefits eligible

QE change of status

Determine enrollment deadlines

Step 3

Request an Employee Enrollment Application

Employee Change Card

Any required supportive documents

Step 4

Receive & review forms and documents,

Confirm completed correctly

Provide effective date, ER data and Employer Certification

Step 5

Send to Erisa for processing

Confirm Erisa honored the request, check premiums and report any conflicts immediately

EASI

Erisa Administrative Services, Inc.