Employee MyBenefits Portal Tutorial

Change Beneficiary

New Mexico Public Schools Insurance Authority

EASI Edu INCORPORATED

Before We Begin

Go to NMPSIA.com
↓
Benefits Portal Login
↓
Select Employee
↓
Login with Email
↓
Complete MFA Verification
↓
Enter Password
↓
Access MyBenefits Portal

You must be logged into the NMPSIA MyBenefits Portal before completing this tutorial.

If you are a new user, forgot your password, or experience login issues, please refer to the Employee Login Tutorial https://nmpsia.com/enrollment-tutorials.html for complete step-by-step instructions.

Important Reminders

- MFA codes expire after 5 minutes.
- Use the email associated with your NMPSIA benefits.
- Check your Spam or Junk folder if you do not receive your code.

Need help logging in?

Please refer to the Employee Login Tutorial before continuing.
The Employee Login Tutorial includes:

✓ First-Time Login
✓ Password Creation
✓ MFA Verification
✓ Common Login Errors

After you have successfully logged into the Employee MyBenefits Portal, continue to the next slide.

Before You Begin

Before updating your beneficiary information, please review the following information:

- Beneficiary changes can be made at any time during the year.
- Review your current beneficiary information before making changes.
- Have your beneficiary's personal information ready before you begin, including:

  - ✓ *Beneficiary's full legal name*
  - ✓ *Date of Birth*
  - ✓ *Relationship to you*
  - ✓ *Beneficiary's Mailing Address*
  - ✓ *Percentage allocation (if adding multiple beneficiaries)*

- If adding multiple beneficiaries, ensure the total percentage allocation equals **100%**.
- Enter all information accurately to help avoid processing delays.

Helpful Tip

Keeping your beneficiary information current helps ensure your benefits are distributed according to your wishes.

Transaction Overview

This tutorial will show you how to:

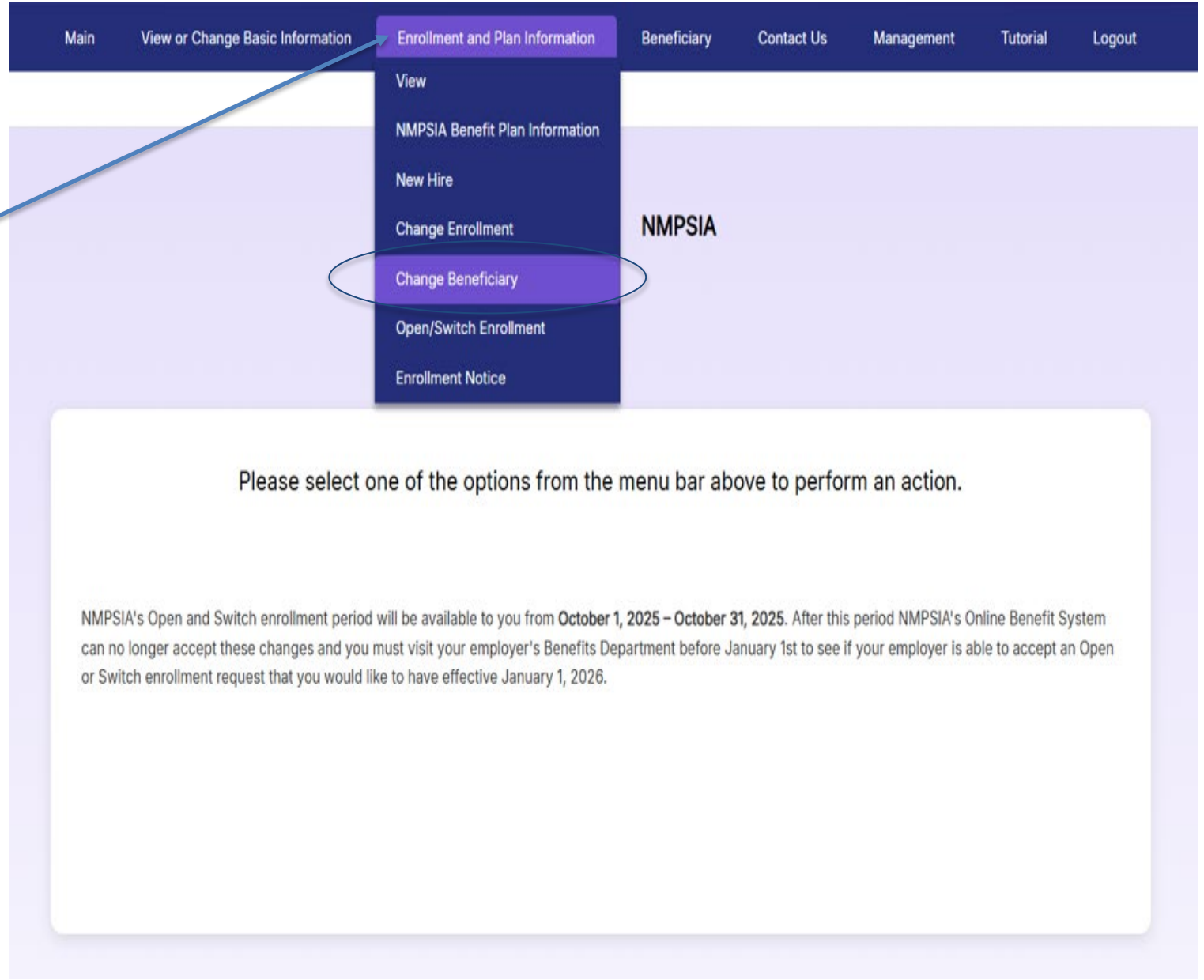
- ✓ Complete required information
- ✓ Review your entries
- ✓ Submit the transaction

Helpful Tip

Gather all beneficiary information before starting to make the update process faster and easier.

From the Home page

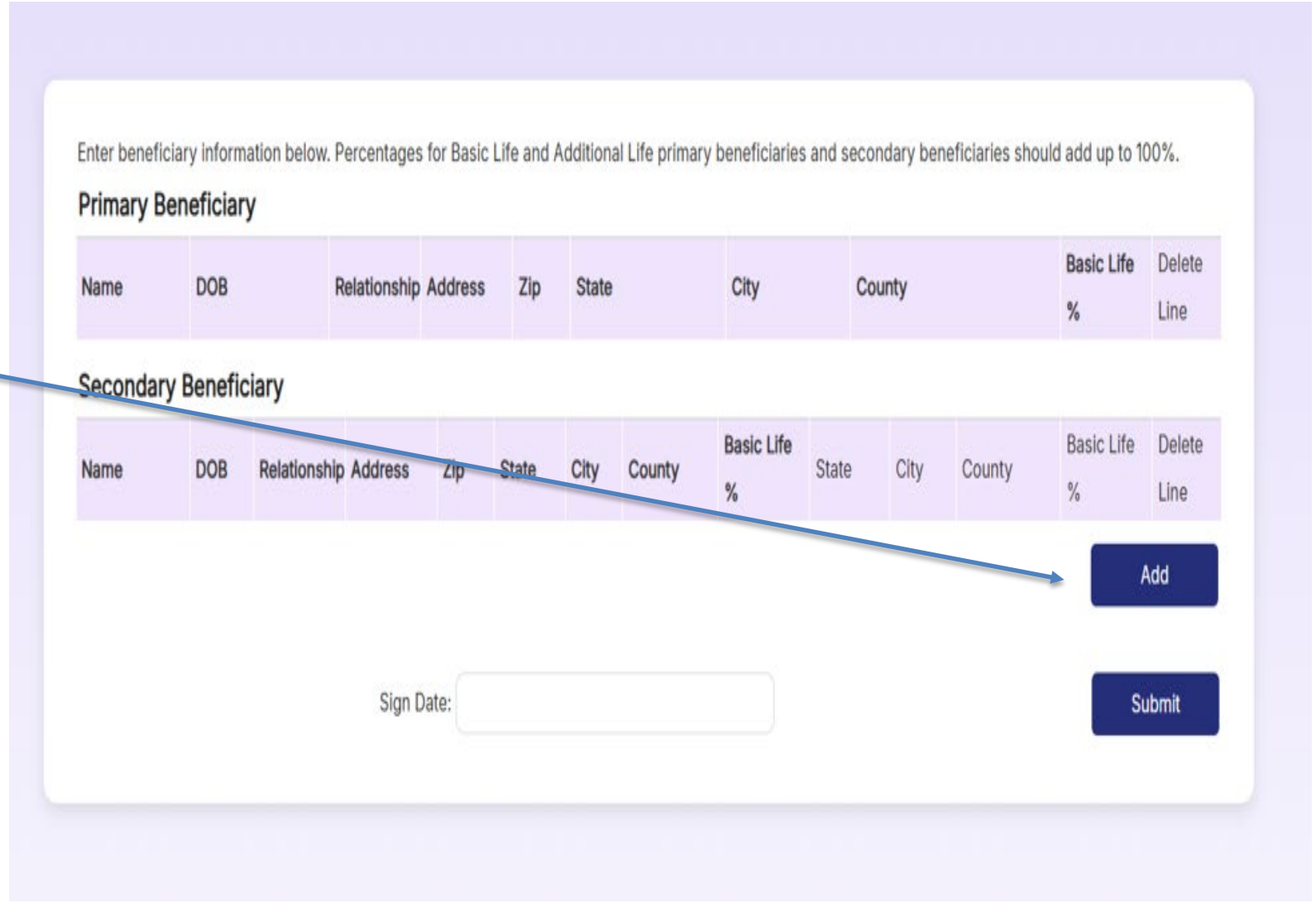
- Navigate to the **Enrollment and Plan Information** tab.
- Choose Change Beneficiary



Helpful Tip

If you are uncertain who you may have listed as your current beneficiary, visit the Beneficiary tab to view the current record before proceeding with the instructions above.

- To begin with assigning a beneficiary, select Add.



Helpful Tip

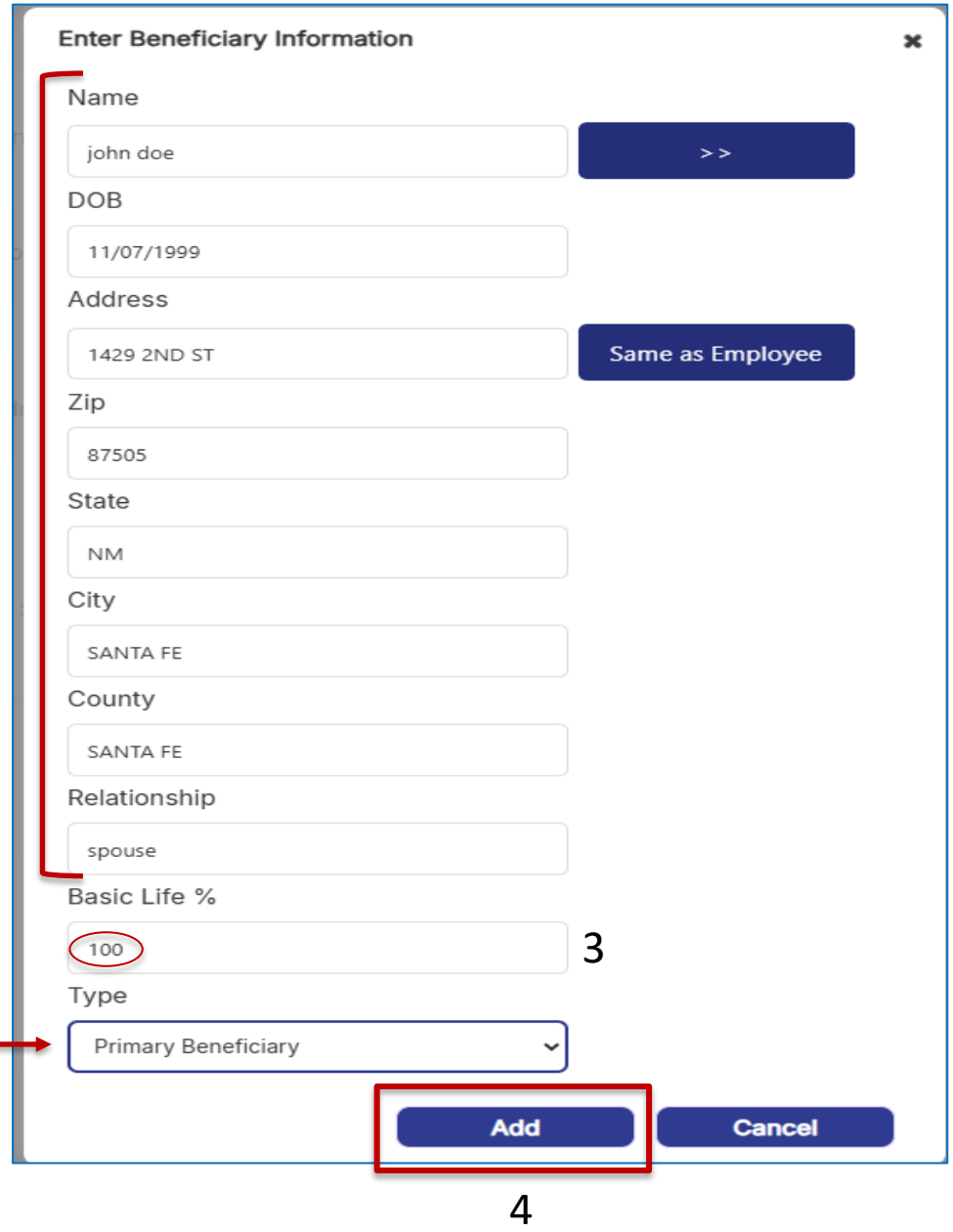
If you have multiple beneficiaries, add each beneficiary separately and verify the correct percentage allocation for each.

When the pop-up menu appears:

1. Enter all required beneficiary information.
2. Choose Primary or Secondary Beneficiary
3. If more than one Primary or Secondary Beneficiary, make sure percentage equals 100%
4. Select **Add**.

Helpful Tip

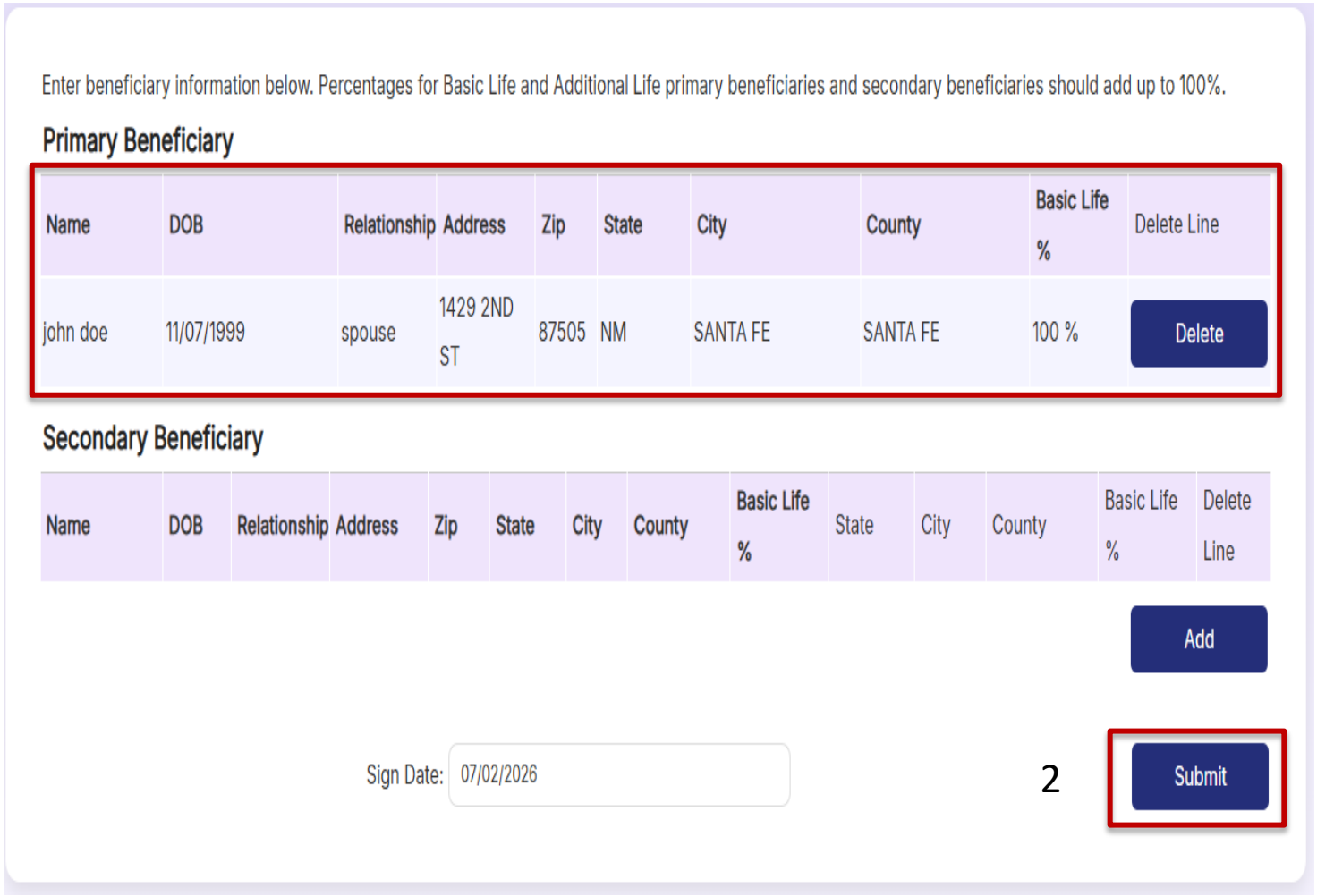
Enter the beneficiary's legal name exactly as it appears on official documents.



1. Review the entry for accuracy
2. Select Submit

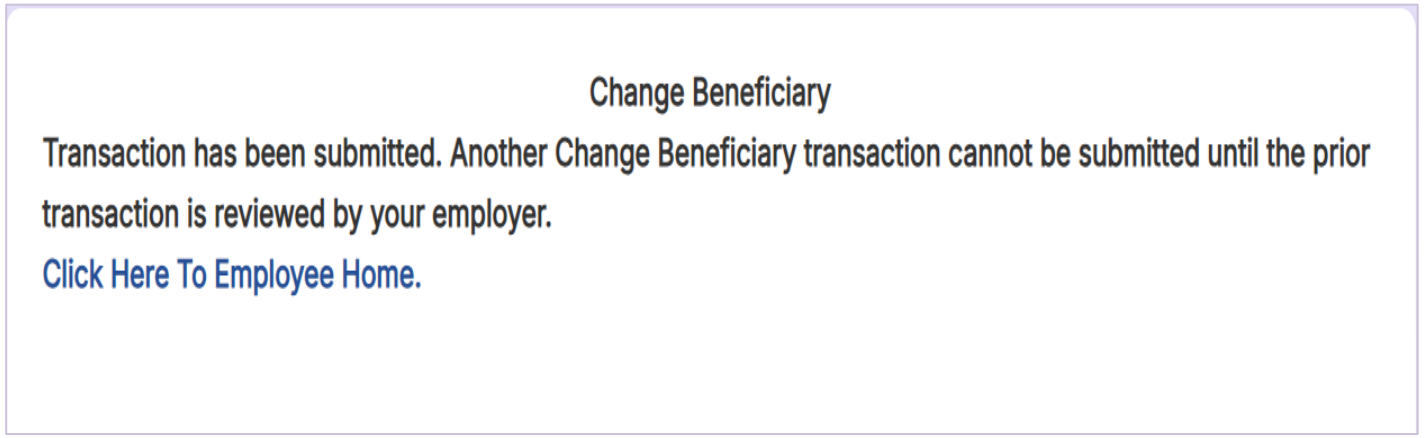
Helpful Tip

Take a moment to review your information before submitting. Correct information helps prevent future issues.



After Submission

A confirmation message will appear showing that your transaction was successfully submitted.



After Processing

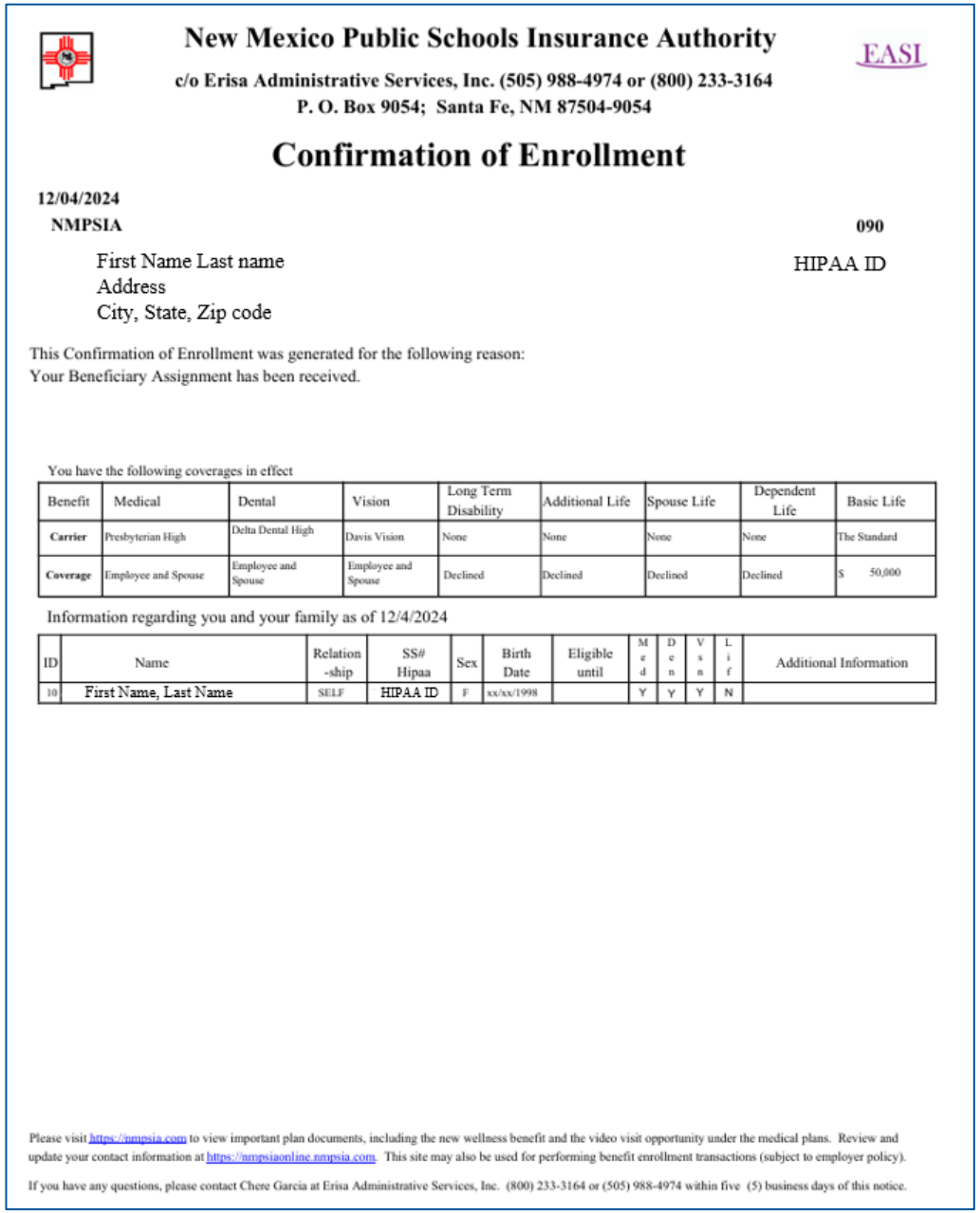
After your request is reviewed and approved by your employer it will be submitted to EASI Edu for processing.

EASI Edu will process within 4 days of your employer's submission.

Review your Confirmation of Enrollment to verify your update to beneficiary information was successful.

Helpful Tip

To view a digital version of the Confirmation, navigate to the Enrollment and Plan Information then click Enrollment Notice.



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

EASI

Confirmation of Enrollment

12/04/2024

NMPSIA **090**

First Name Last name HIPAA ID
Address
City, State, Zip code

This Confirmation of Enrollment was generated for the following reason:
Your Beneficiary Assignment has been received.

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	Delta Dental High	Davis Vision	None	None	None	None	The Standard
Coverage	Employee and Spouse	Employee and Spouse	Employee and Spouse	Declined	Declined	Declined	Declined	$ 50,000

Information regarding you and your family as of 12/4/2024

ID	Name	Relation -ship	SS# Hipaa	Sex	Birth Date	Eligible until	Med	Den	Vsn	Lif	Additional Information
10	First Name, Last Name	SELF	HIPAA ID	F	xx/xx/1998		Y	Y	Y	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 Chere Garcia at Erisa Administrative Services, Inc. (800) 233-3164 or (505) 988-4974 within five (5) business days of this notice.

Common Errors

Missing Required Information – Make sure all required fields are complete
Percentage allocation does not equal 100% – If adding multiple beneficiaries, ensure all percentages total *100%*.
Duplicate beneficiary entered – Review your existing beneficiaries before adding another beneficiary.
Authentication code expired – Request a new Multi-Factor Authentication (MFA) code and sign in again.
Session timed out – Log back into the MyBenefits Portal and restart the your request.
Changes were not submitted – Review your information and be sure to select *Submit* before leaving the page.

Helpful Tip
Carefully review all beneficiary information before submitting.

Need Assistance?

Contact Us:

EASI Edu

Phone: 1-800-233-3164

Contact your assigned representative for portal assistance.

Or

NMPSIA Benefits Team

Phone: 1-800-548-3724

Thank you for using the NMPSIA MyBenefits Portal!