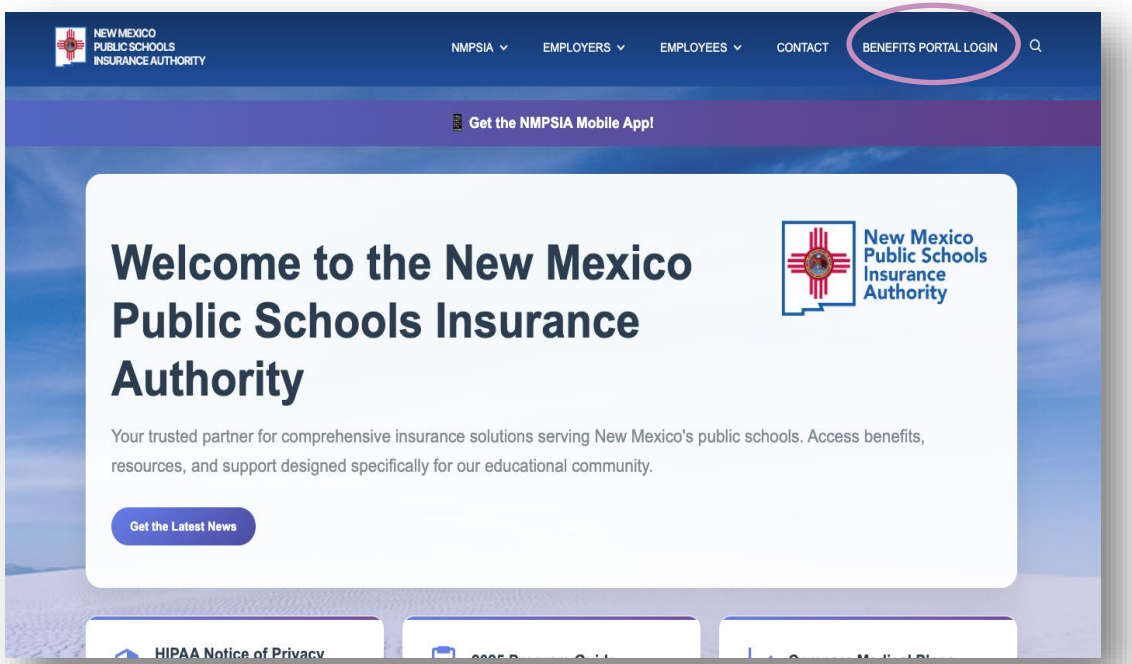
Employee MyBenefits Portal Tutorial

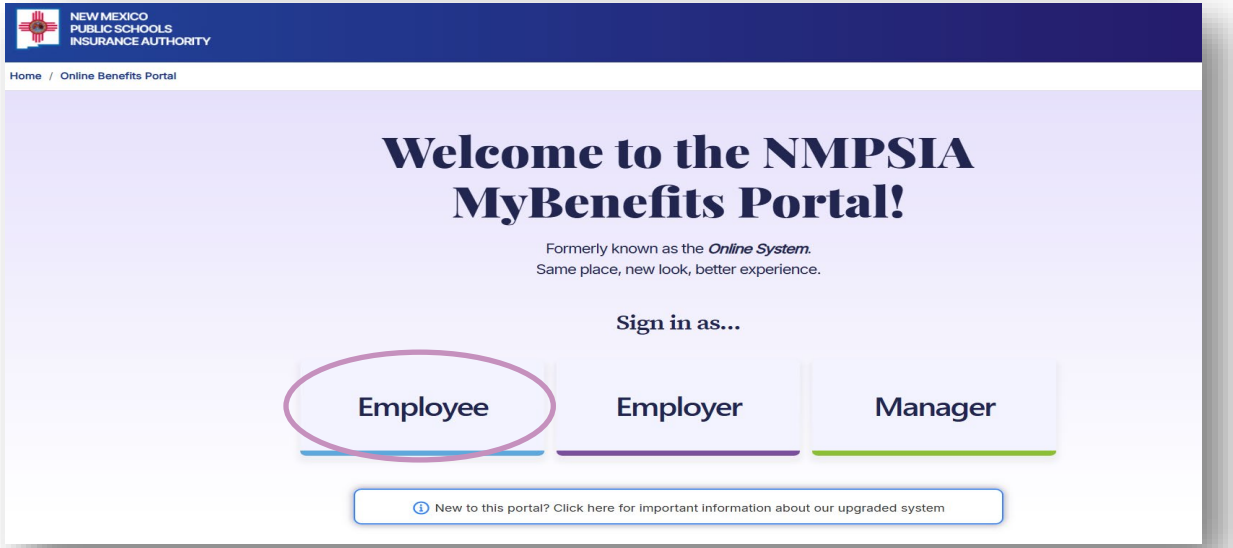
Login Process

New Mexico Public Schools Insurance Authority

EASI Edu INCORPORATED

Step 1 NEW USER





NEW USER

Go to NMPSIA.com

↓

Benefits Portal Login

↓

Select Employee

↓

Continue to Step 2

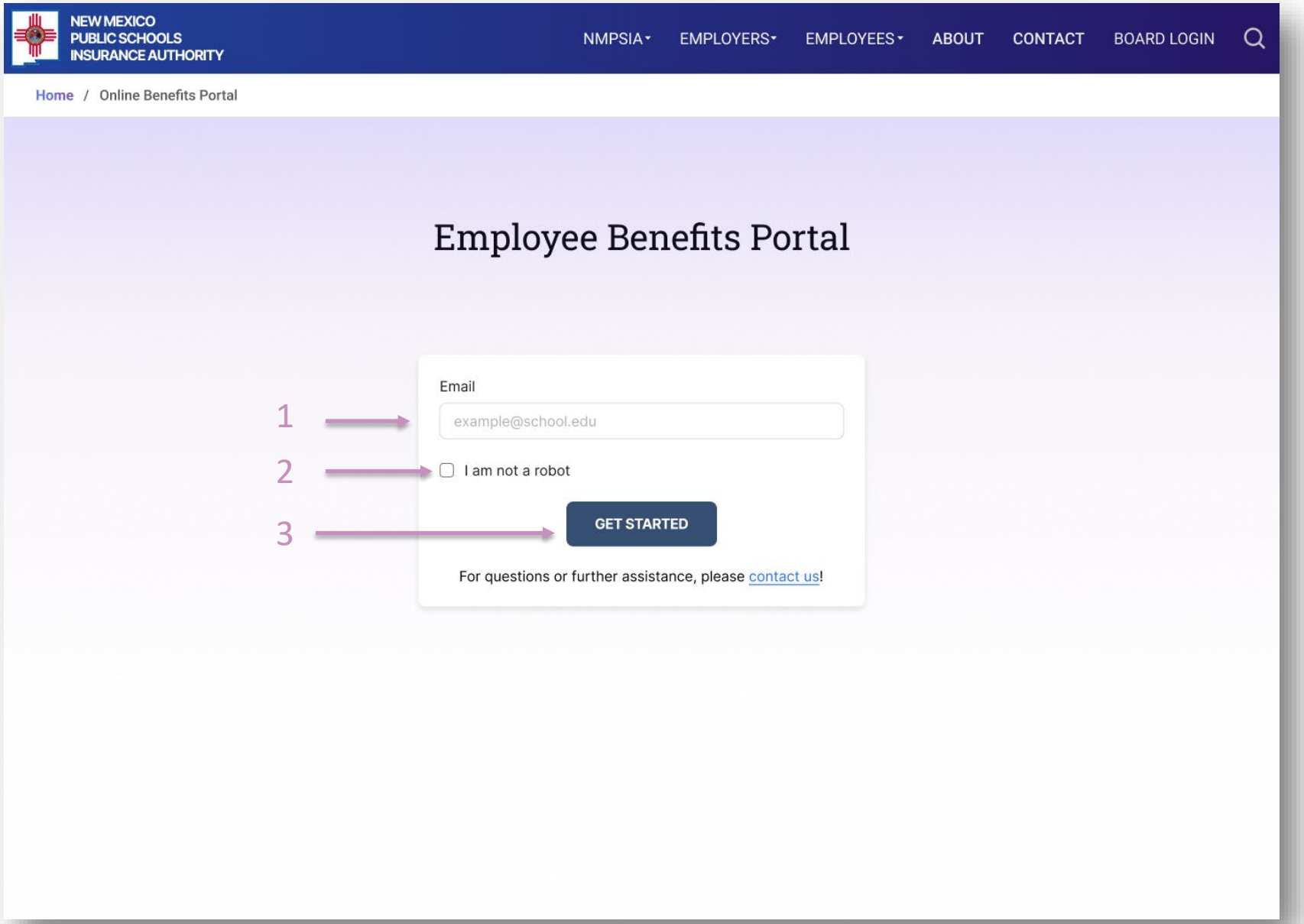
Step 2 NEW USER

NEW USER

1. Enter the email you provided when you enrolled in NMPSIA benefits.

2. Certify you are not a robot.

3. Click GET STARTED.

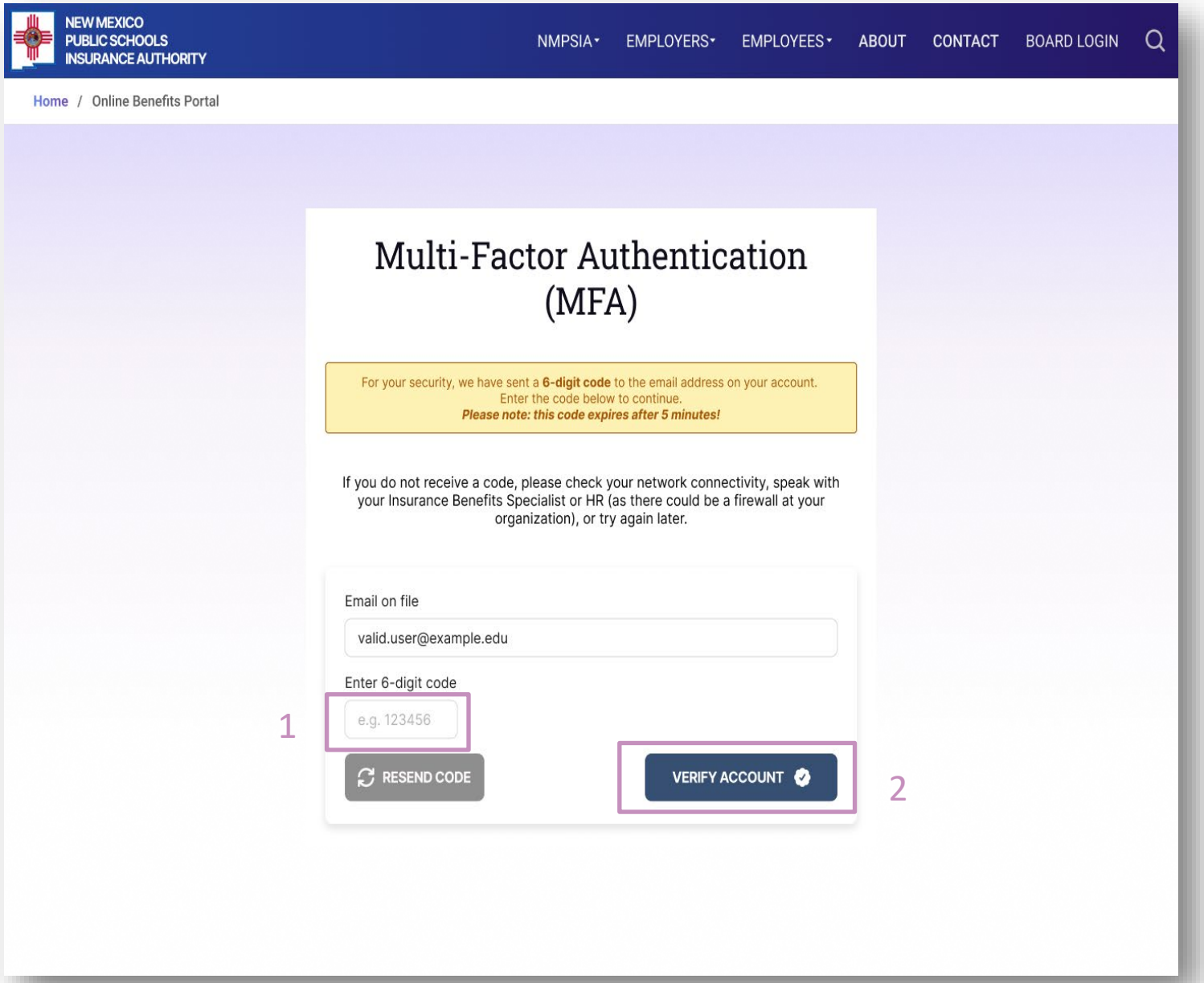


NEW USER

A Multi- Factor Authentication (MFA) code will be sent to your email.

1. Enter the code and
2. Click VERIFY ACCOUNT

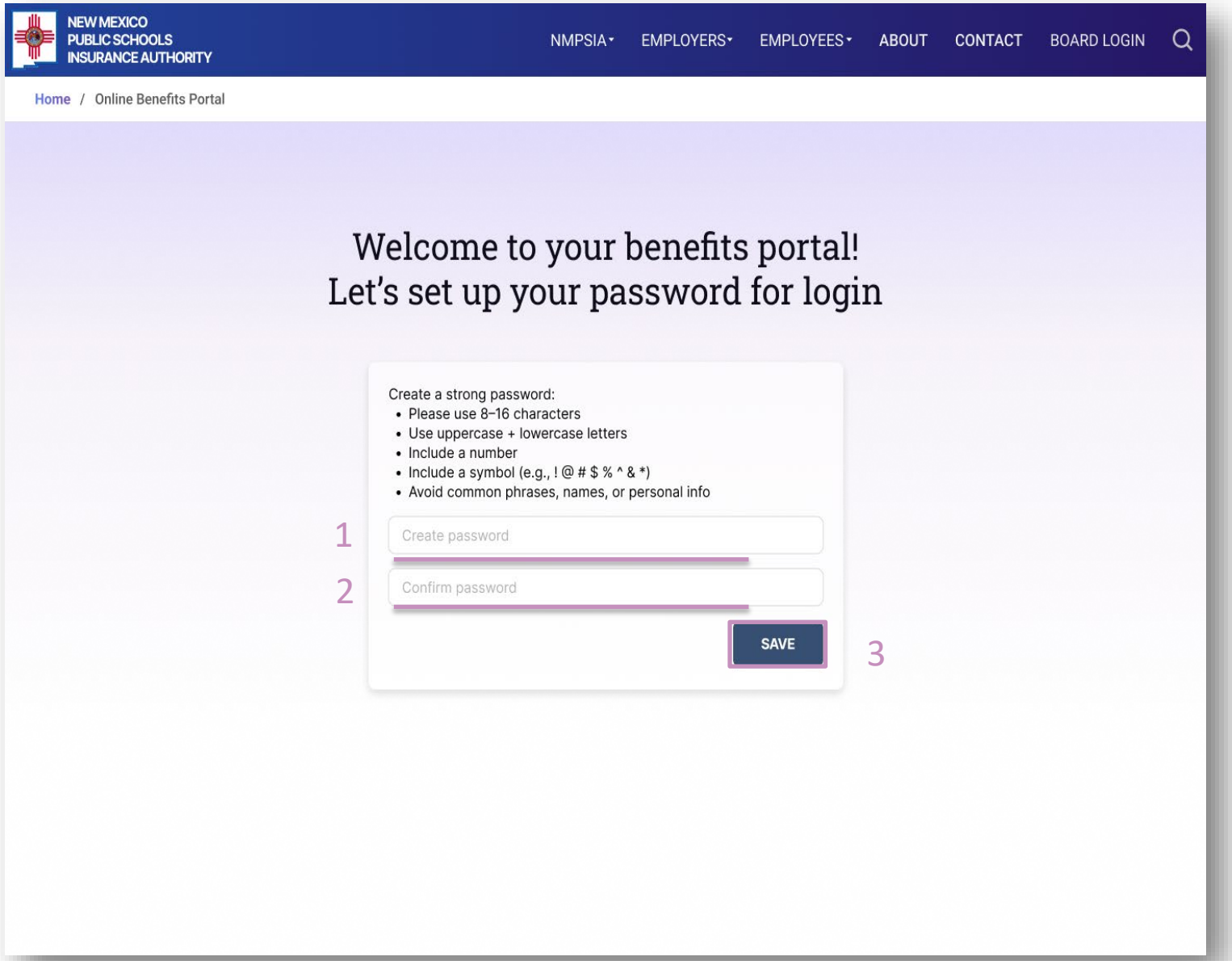
Note: This code will expire after 5 minutes.



NEW USER

You can now create a password which will be required to access your account moving forward.

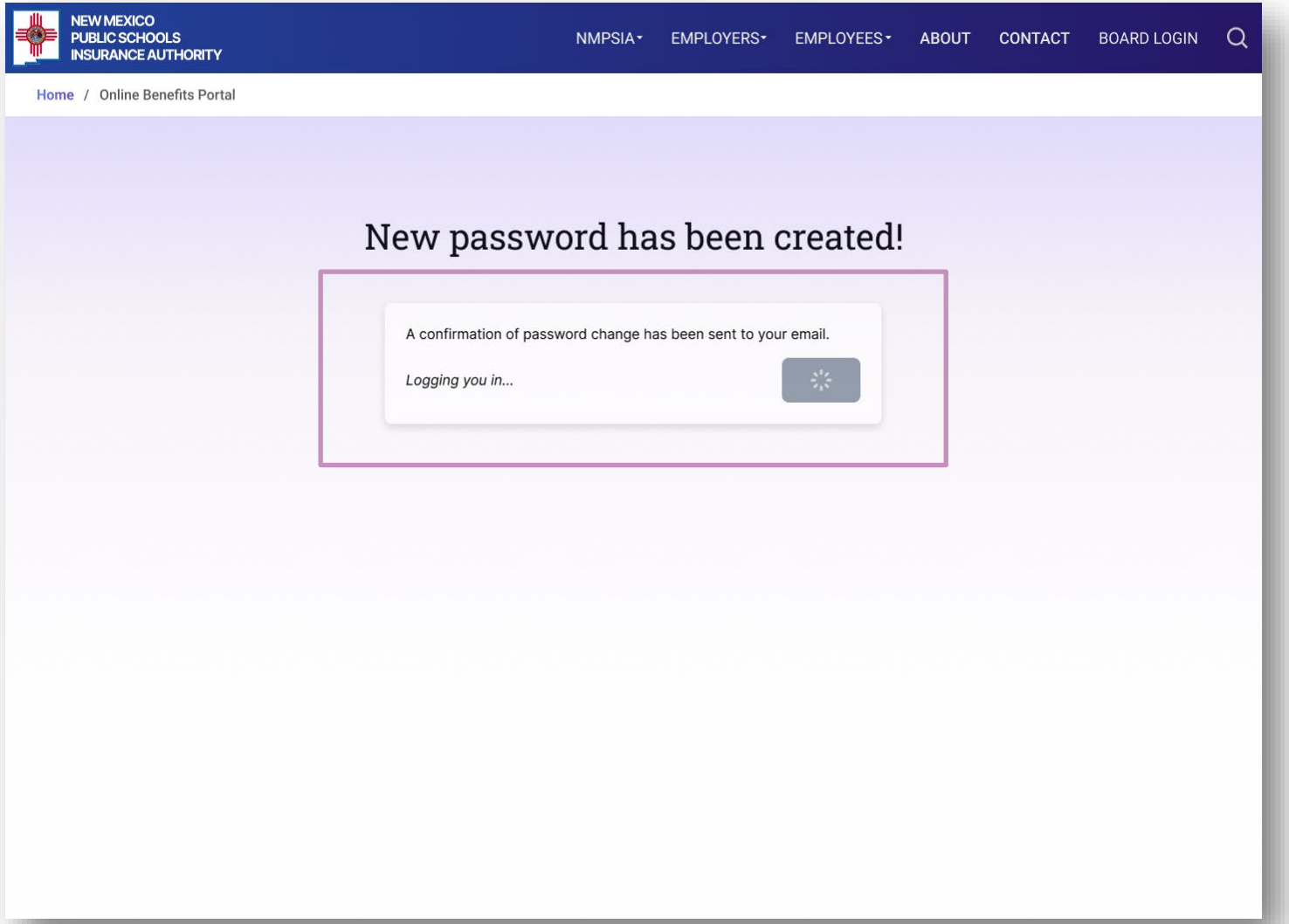
1. Create a password that meets the listed criteria.
2. Confirm the password.
3. Click SAVE.



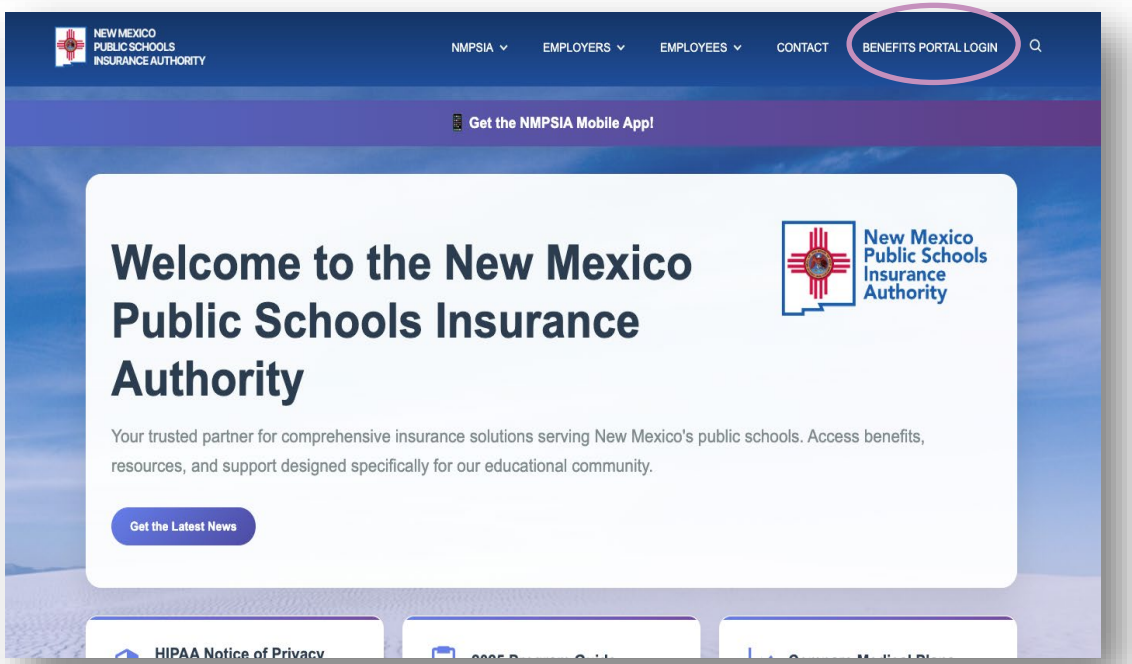
NEW USER

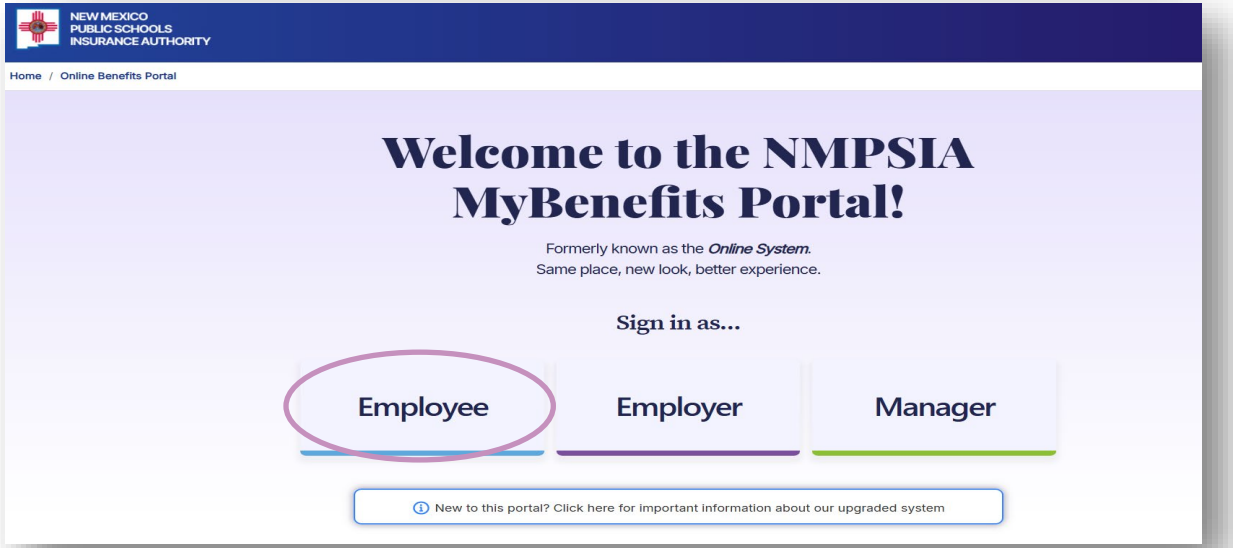
You will see a message showing that your password has been created.

You will automatically be logged in and will be allowed to access to the MyBenefits Portal.



Step 1 EXISTING USER





NEW USER

Go to NMPSIA.com

↓

Benefits Portal Login

↓

Select Employee

↓

Continue to Step 2

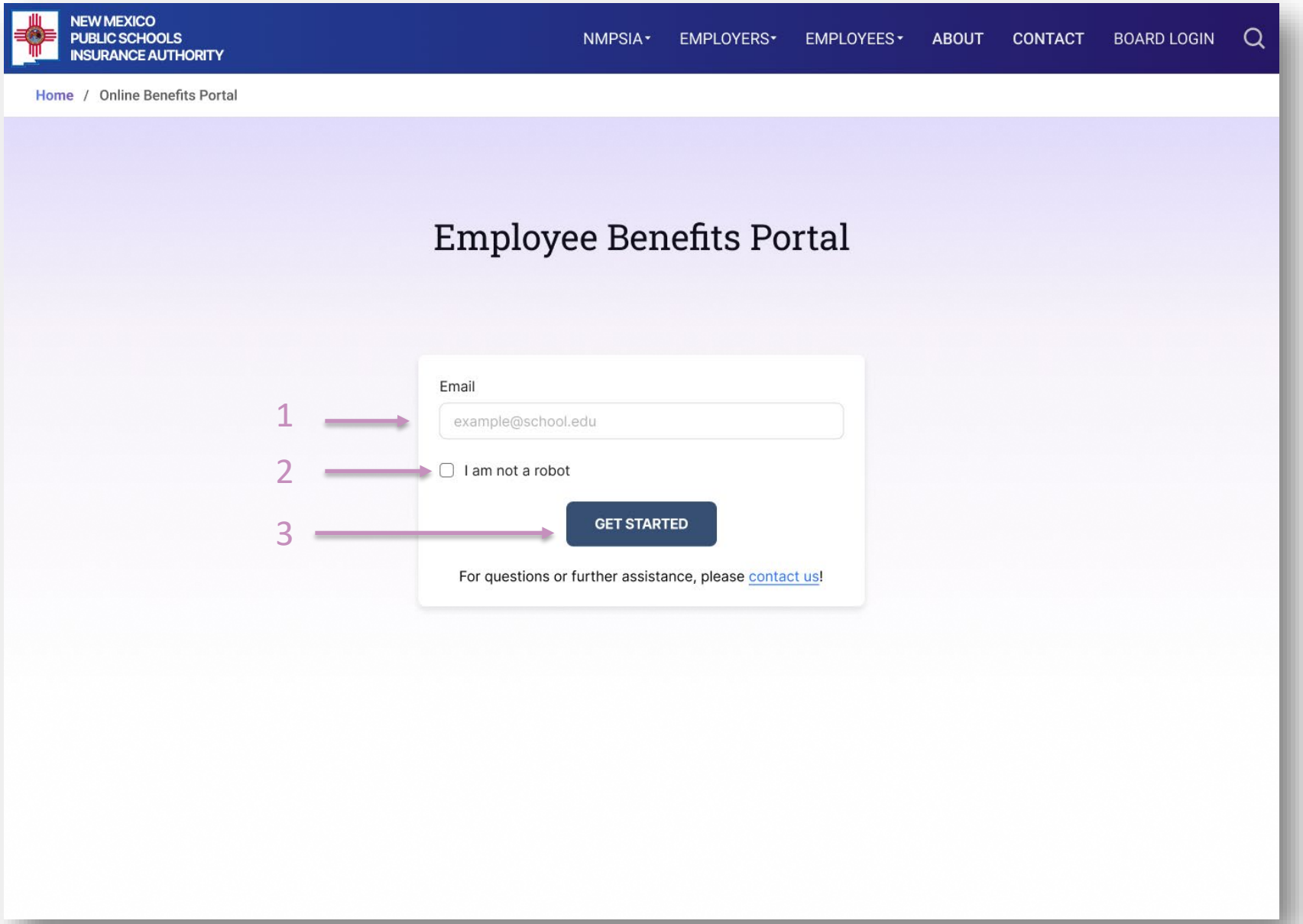
Step 2 EXISTING USER

EXISTING USER

1. Enter the email you provided when you enrolled in NMPSIA benefits.

2. Certify you are not a robot.

3. Click GET STARTED.

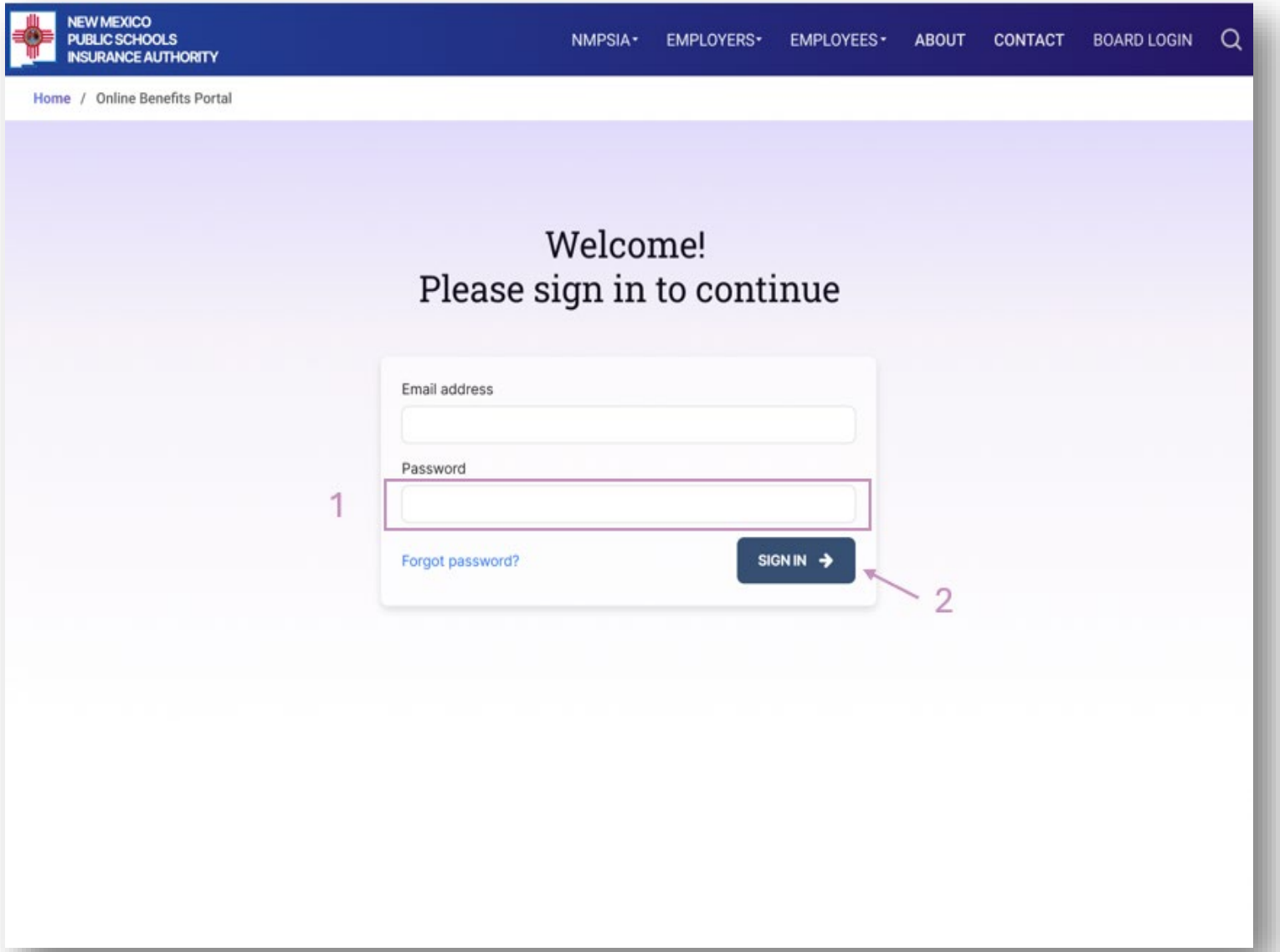


EXISTING USER

Your email address will auto-populate in the designated field.

1. Enter your password
2. Click SIGN IN

If you forgot your password, click "Forgot password" to create a new one.

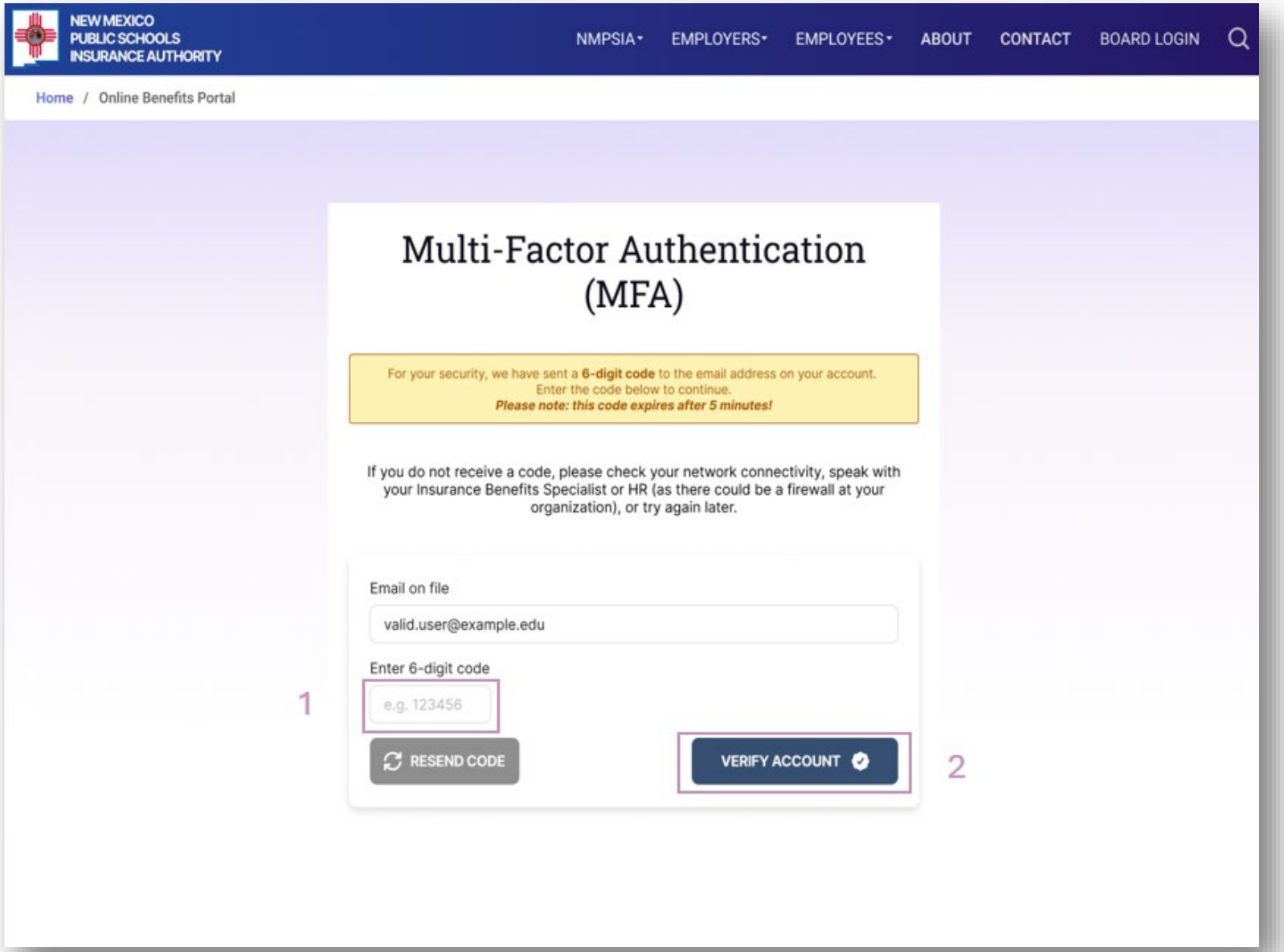


EXISTING USER

A Multi- Factor Authentication (MFA) code will be sent to your email.

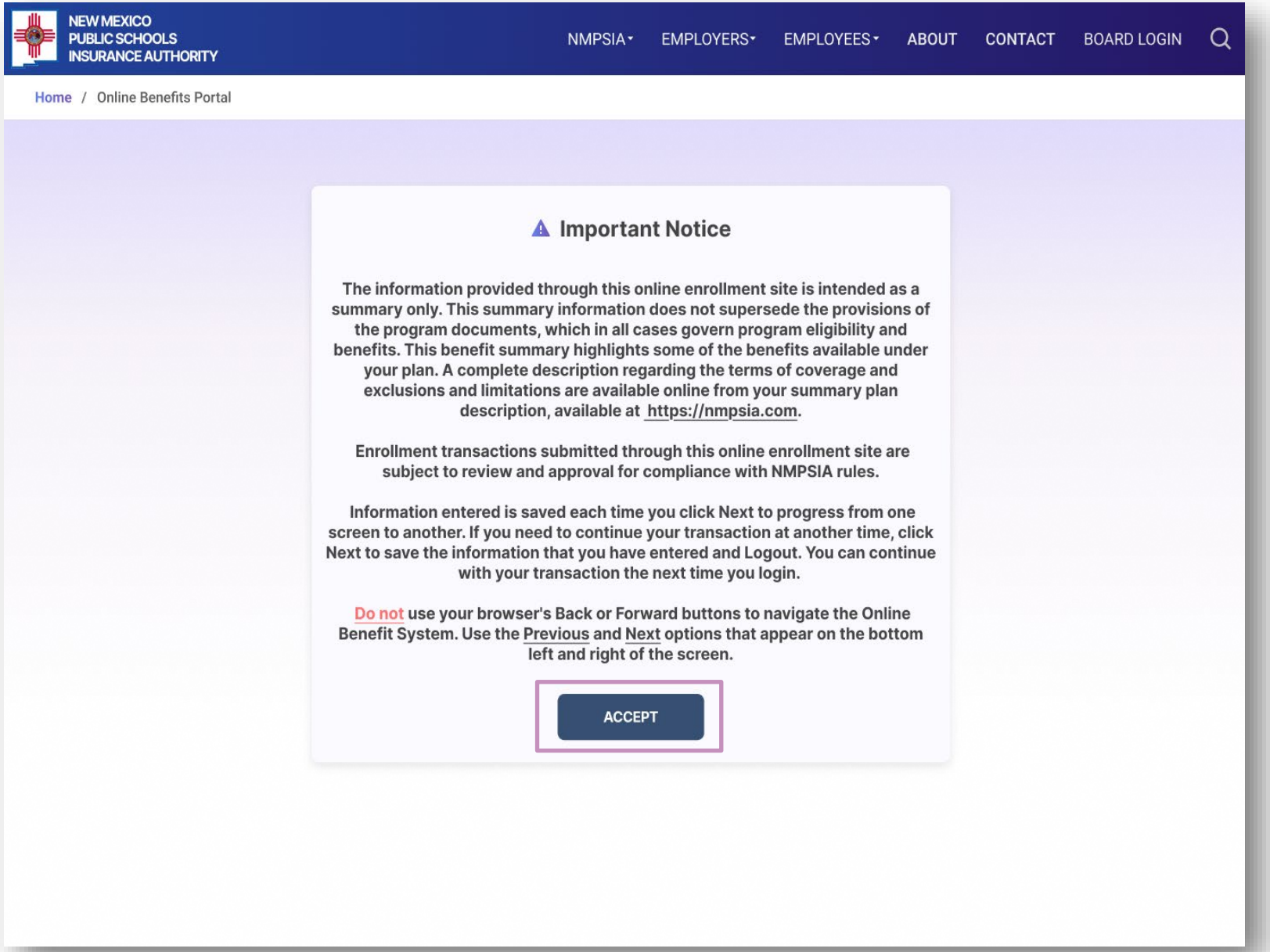
1. Enter the code and
2. Click VERIFY ACCOUNT

Note: This code will expire after 5 minutes.



EXISTING USER

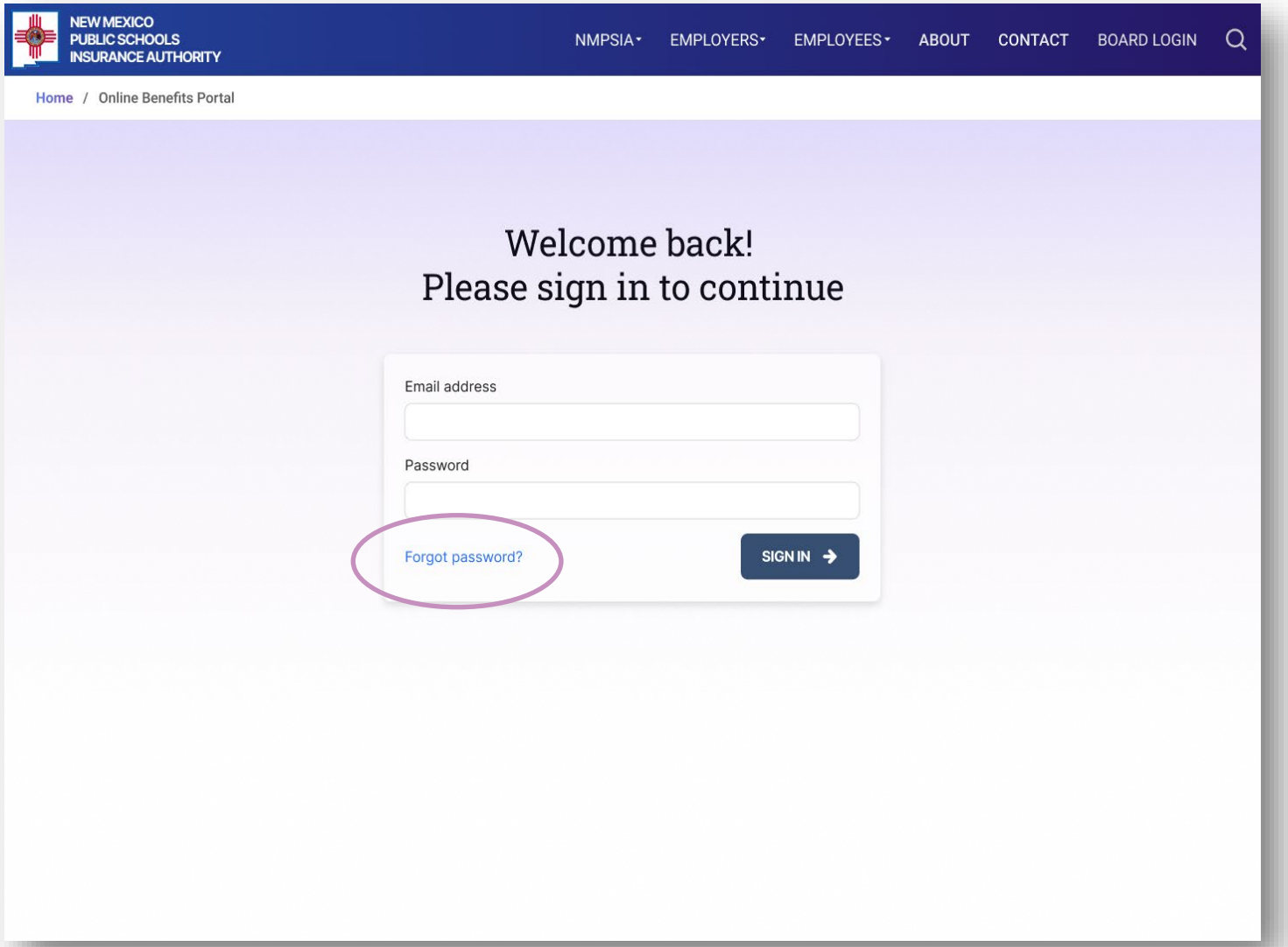
Read the details under “Important Notice”, then click ACCEPT to continue.



Step 1 FORGOT PASSWORD

FORGOT PASSWORD

If you forget your password, use the “Forgot Password” feature.



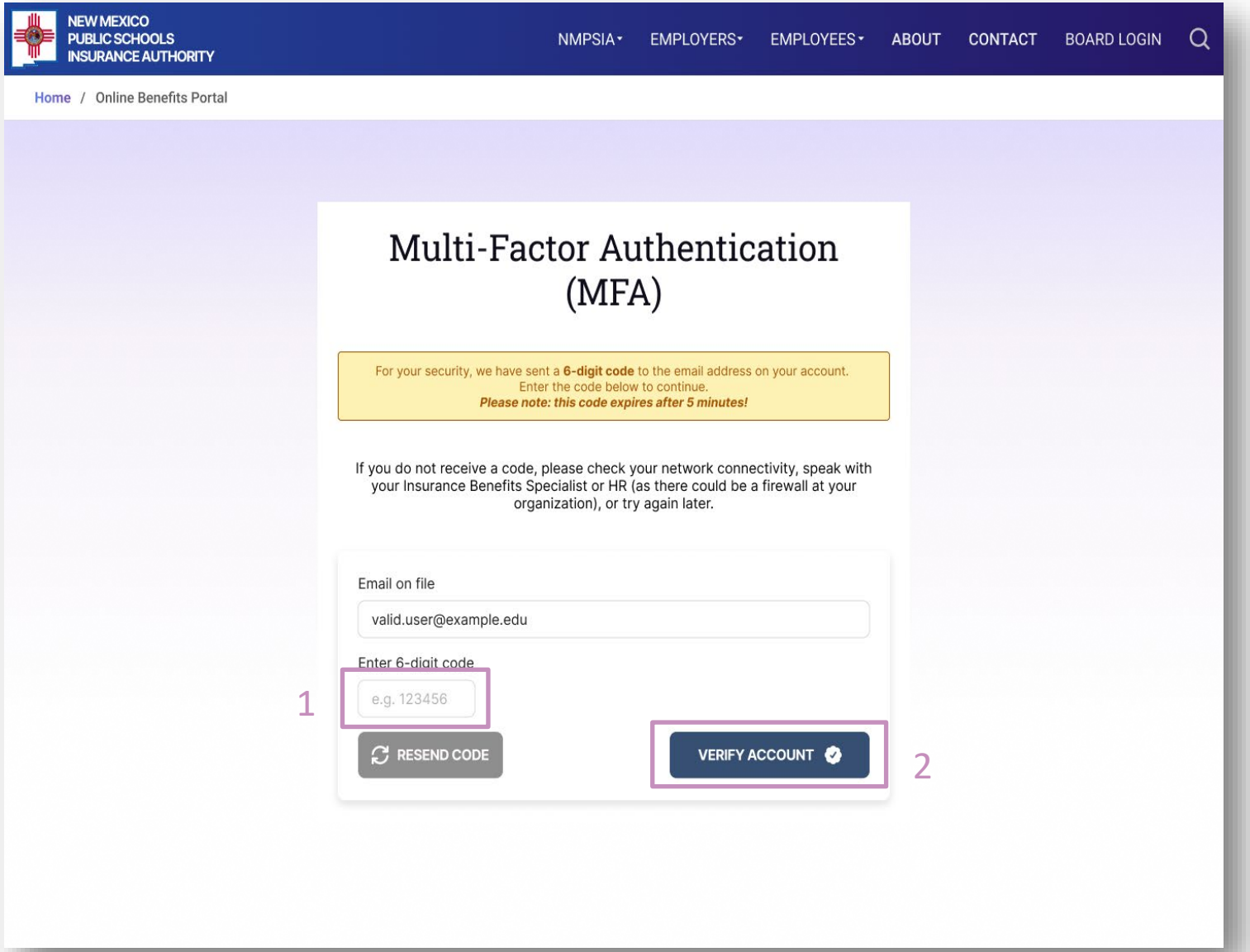
Step 2 FORGOT PASSWORD

FORGOT PASSWORD

A Multi- Factor Authentication (MFA) code will be sent to your email.

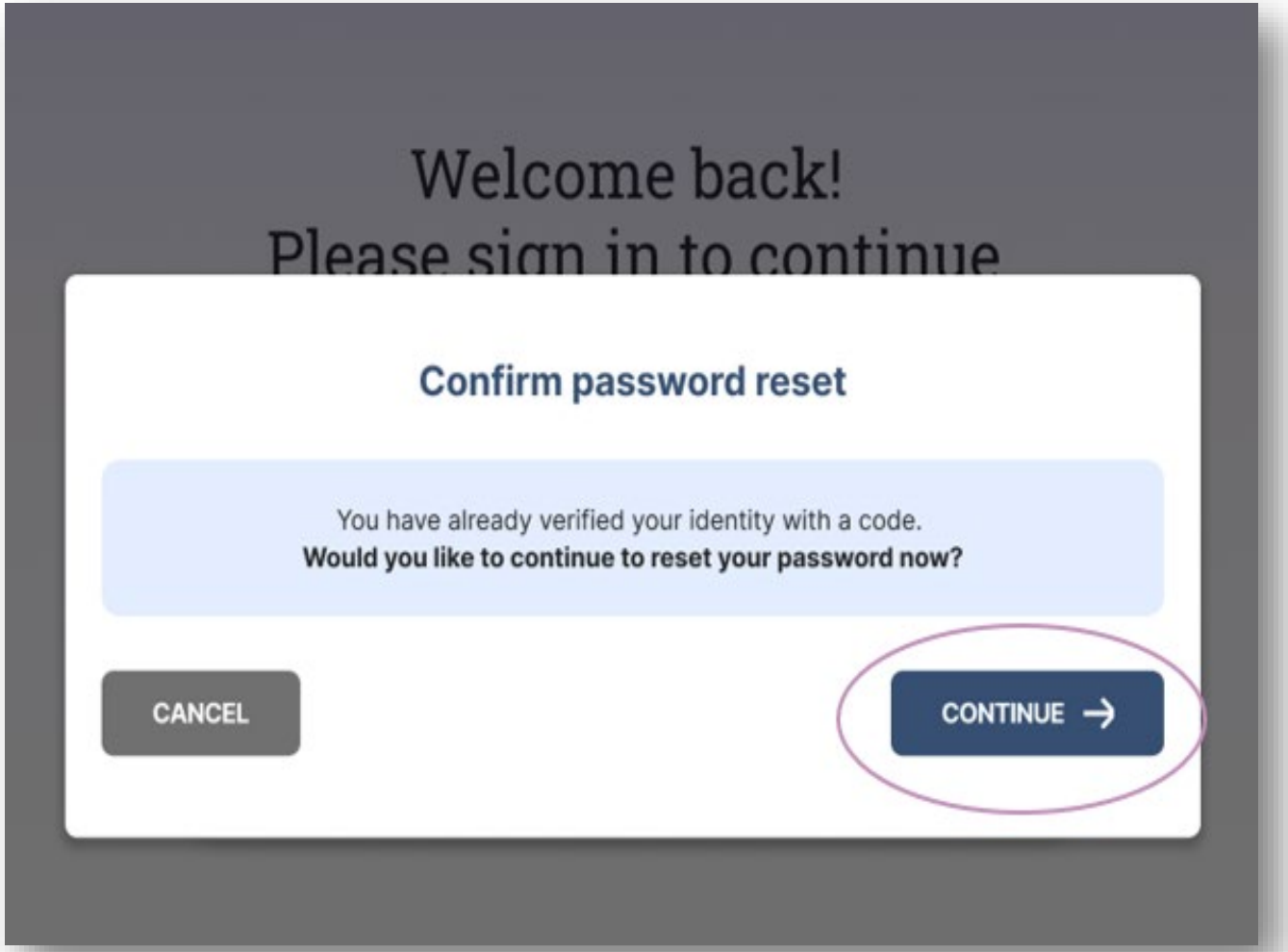
1. Enter the code and
2. Click VERIFY ACCOUNT

Note: This code will expire after 5 minutes.



FORGOT PASSWORD

You will be asked to confirm you would like to reset your password. Click CONTINUE to proceed.

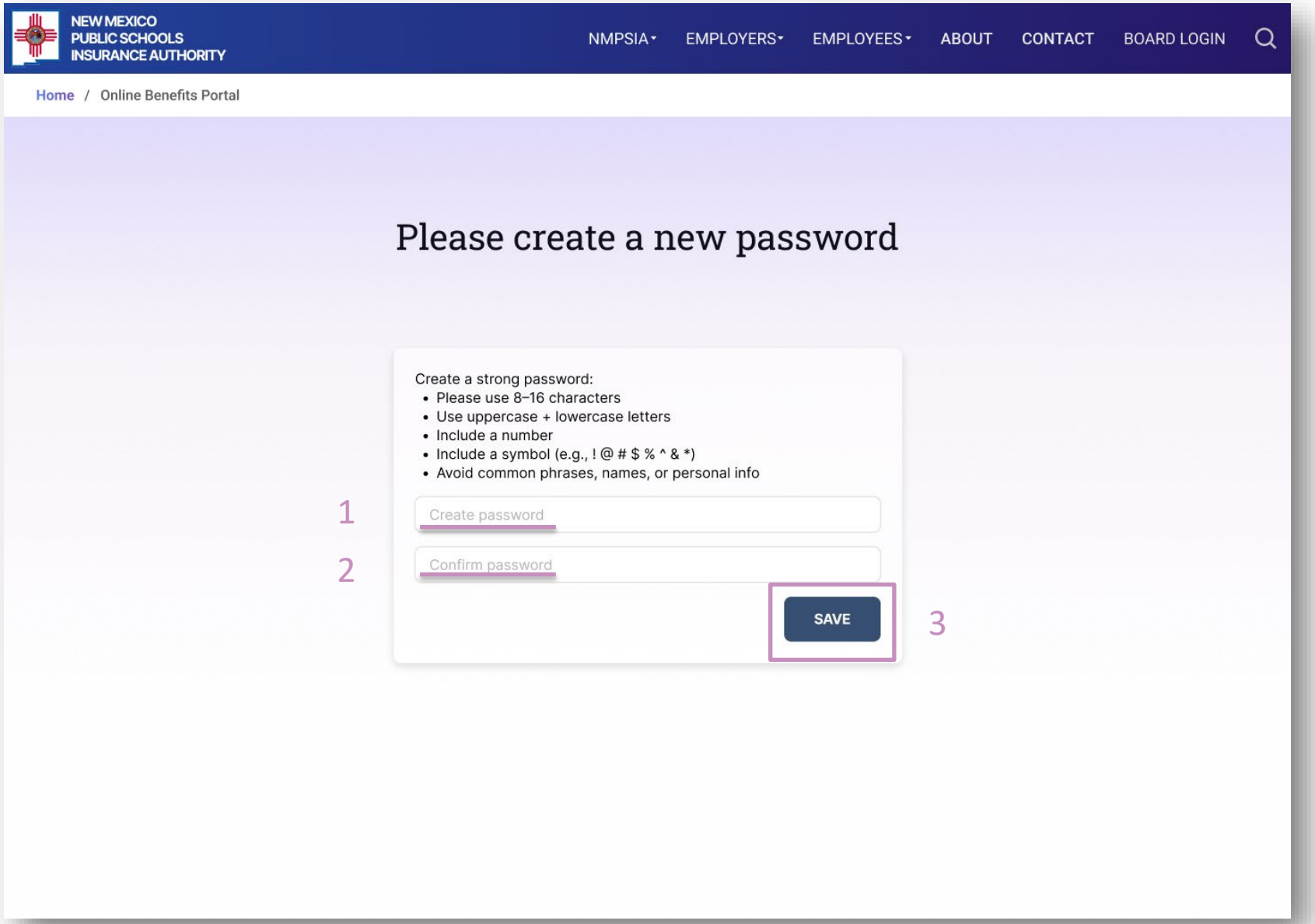


Step 4 FORGOT PASSWORD

FORGOT PASSWORD

You can now create a password which will be required to access your account moving forward.

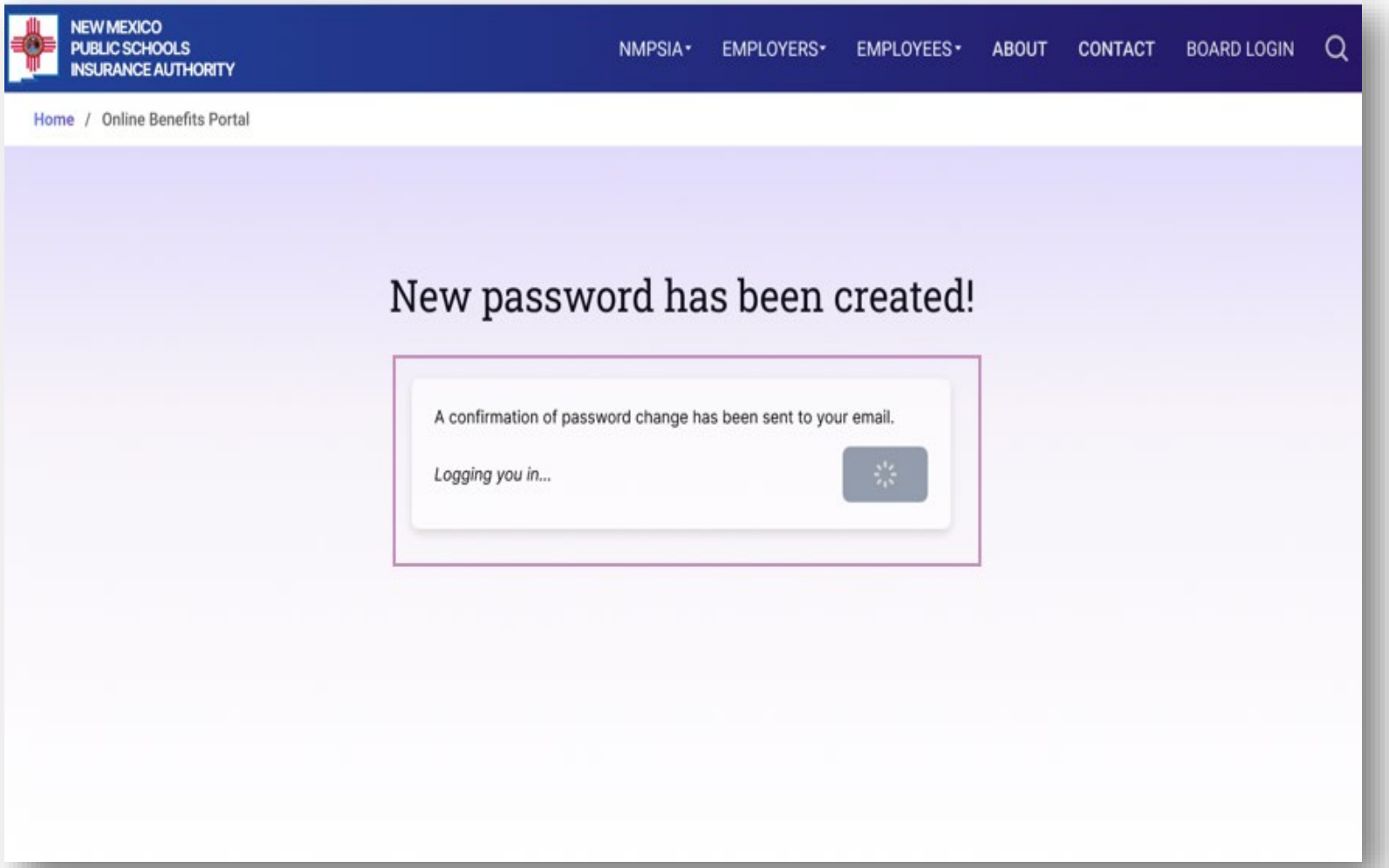
1. Create a password that meets the listed criteria.
2. Confirm the password.
3. Click SAVE.



FORGOT PASSWORD

You will see a message showing that your password has been changed.

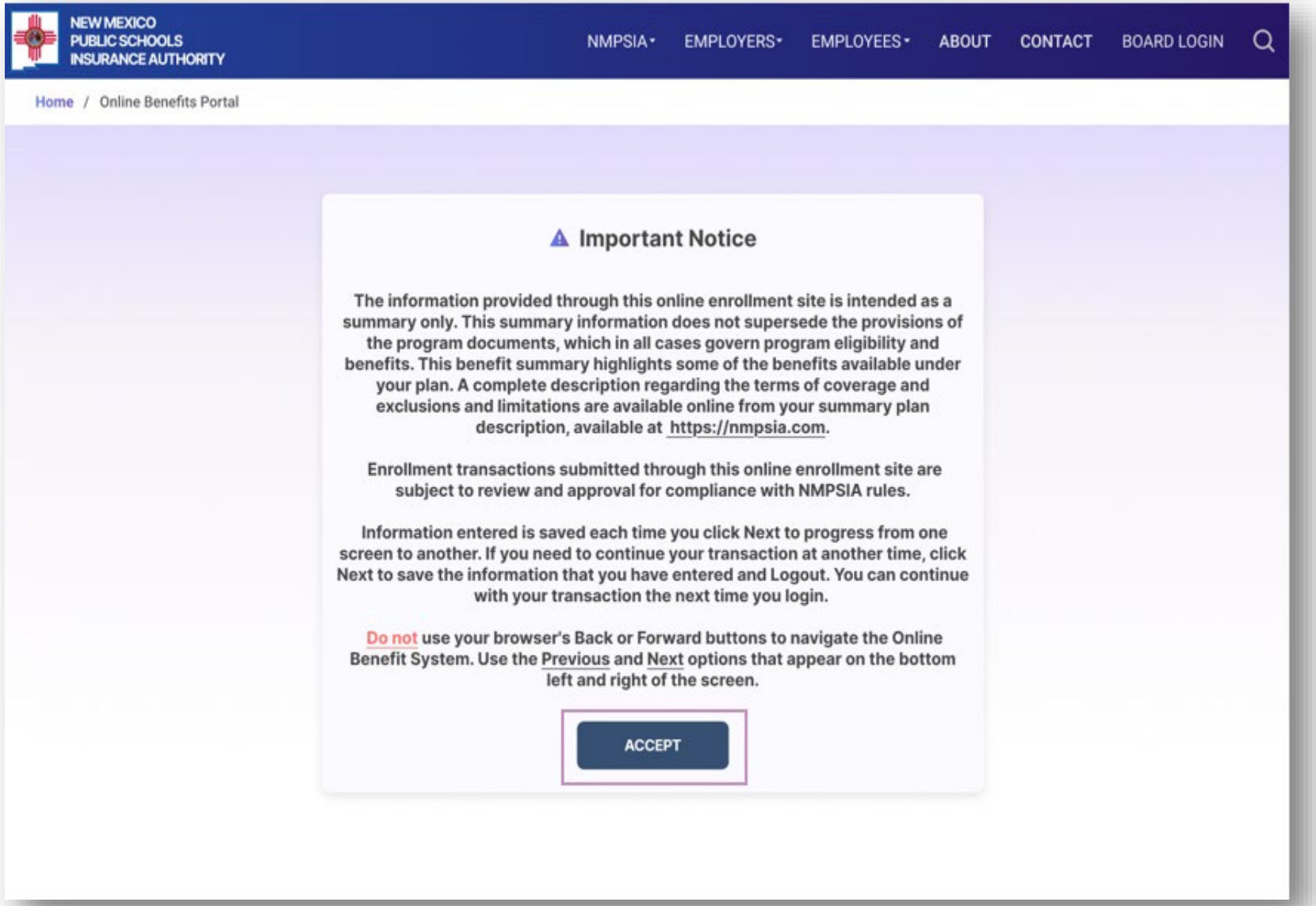
You will automatically be logged in and will be allowed to access to the MyBenefits Portal.



Step 6 FORGOT PASSWORD

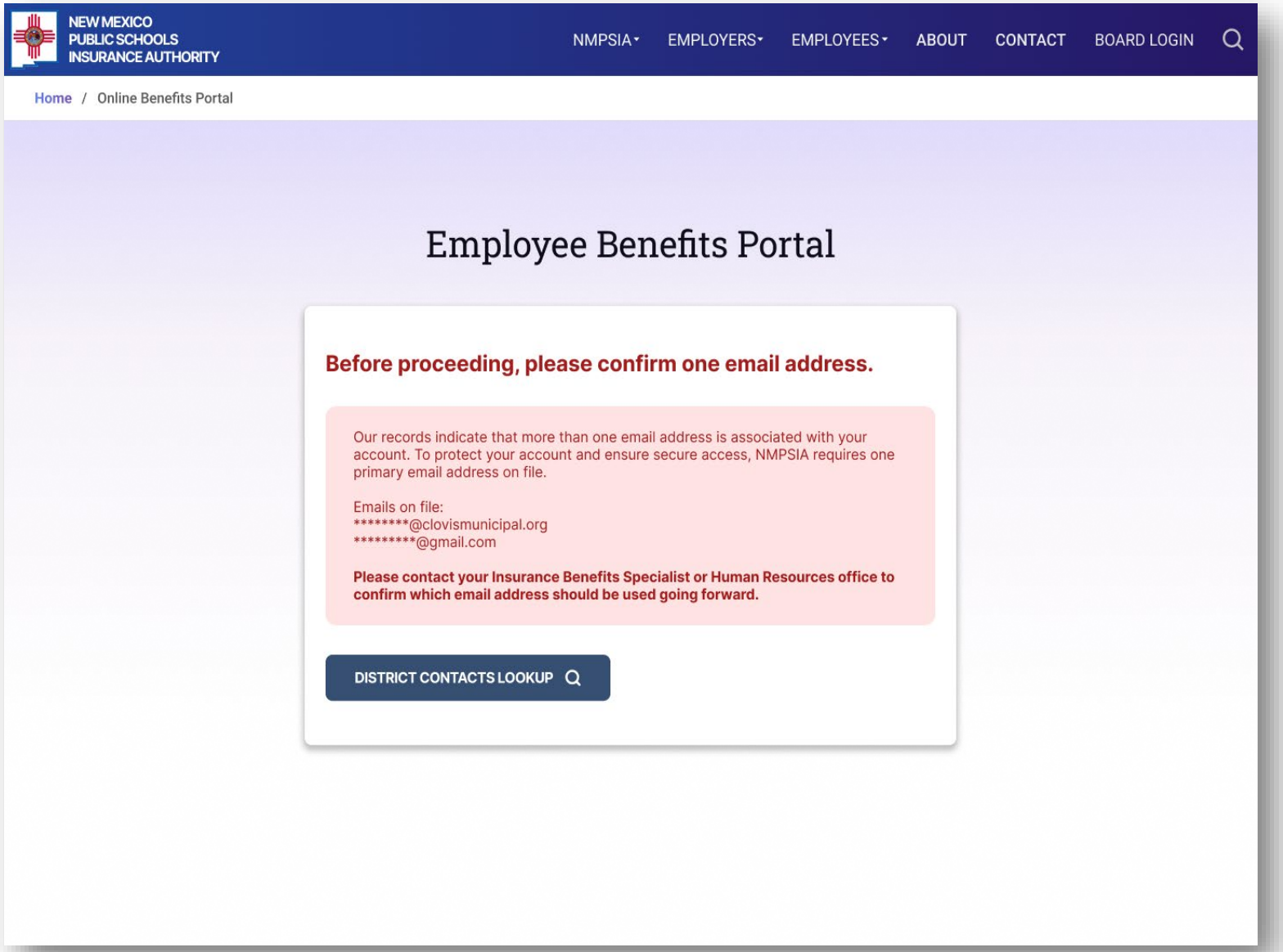
FORGOT PASSWORD

Read the details under “Important Notice”, then click ACCEPT to continue.



MERGE EMAIL- Notice

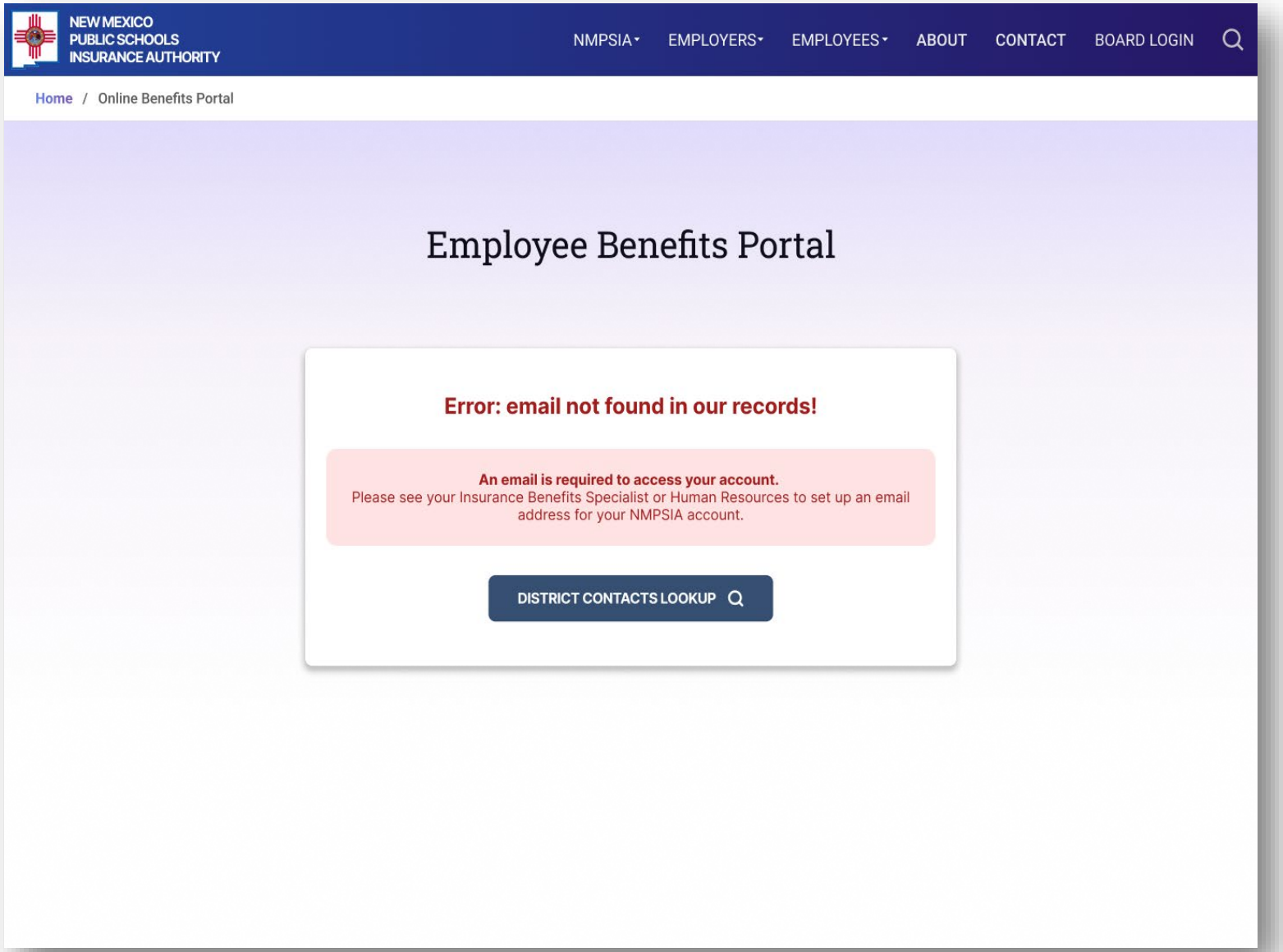
If you receive this notice after entering your email on the initial login screen, you must contact your Benefits Specialist or Human Resources Department to correct your email address before you can view your benefits information.



EMAIL NOT FOUND

EMAIL NOT FOUND Notice

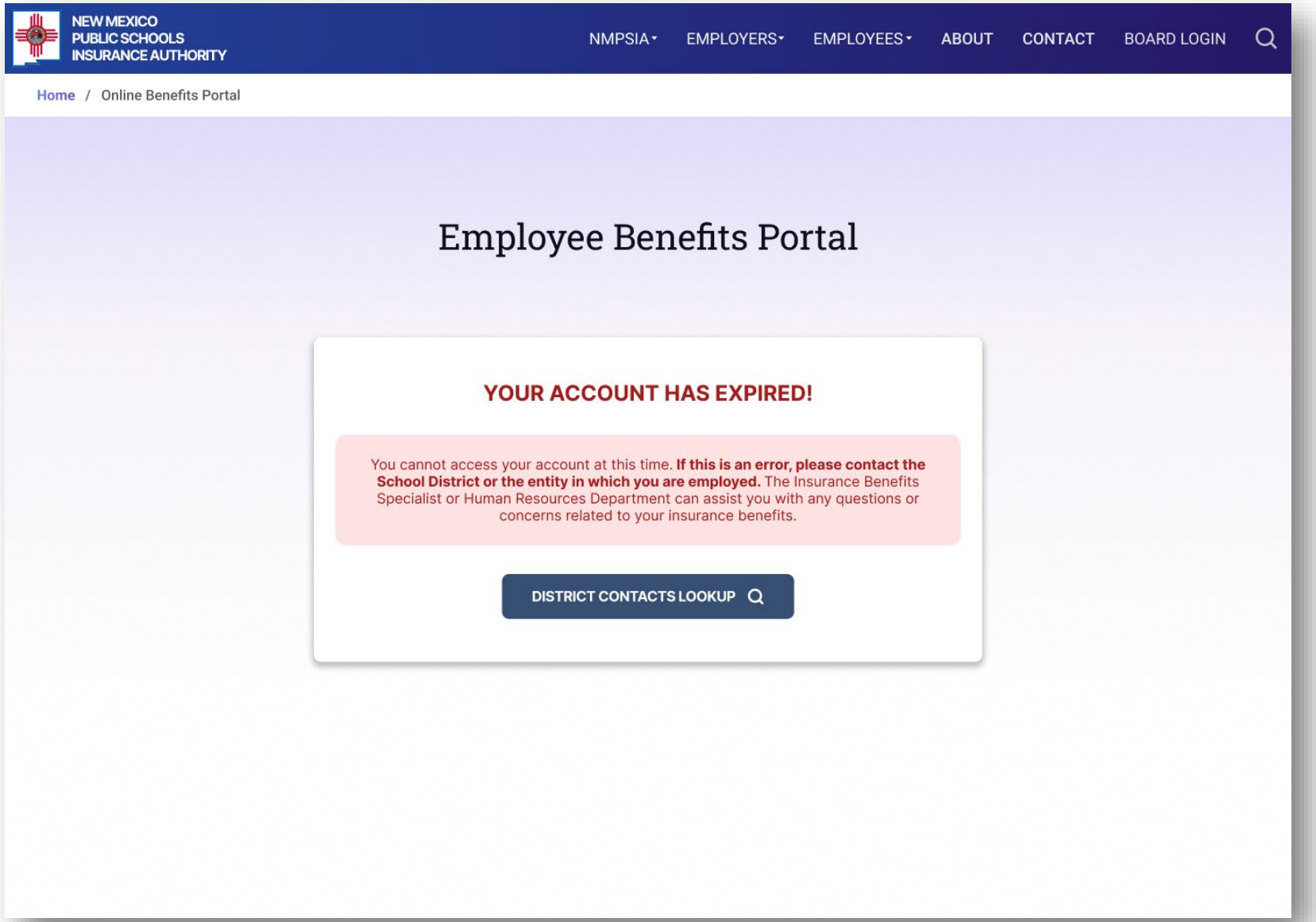
If you receive this notice after entering an email, you do not have an email on file. Contact your Benefits Specialist or Human Resources Department for assistance. A valid email address is required before you can proceed.



EXPIRED ACCOUNT

If you receive this notice after entering an email, your account is not longer active.

If you believe this is an error, please contact the School District or the entity with whom you are employed. The Benefits Specialist or Human Resources Department can assist you with any questions or concerns related to your insurance benefits.



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!