

## State Employee Self Service (ESS) Instructions, page 1

If you have trouble logging in to Edison, go to the Edison home page and click on the green Annual Enrollment button. It will take you to a page with options on how to either retrieve your access ID or reset your password. You can also call the Edison Help Desk for password assistance at 866.376.0104.

- > Log in to Edison at [www.edison.tn.gov](http://www.edison.tn.gov).
- > If you are on a tablet or mobile device, once logged into Edison, click on the **Annual Enrollment** tile. *Please note that these instructions are for enrolling on a computer. Button locations may be different if you are enrolling on a mobile device.*
- > If you are on a computer, once logged into Edison, click **Self Service>Employee Work Center>Benefits Enrollment**.
- > On the Benefits Enrollment page, click **Start**.
- > You are now on the main welcome page for benefits enrollment. This page includes instructions on the enrollment process. You can watch the video to see what you need to know this year.
- > Click **Next** in the top right corner to move to the next page to start the enrollment process.
- > This will take you to the **CDHP Acknowledgment** page. If you will not be enrolling in a Consumer-driven Health Plan, you do not need to do anything on this page and can just click the **Next** button to get to the next page. However, if you enrolled in a CDHP, you must agree to this acknowledgment. Once you've read this information, click the check box next to "I understand and agree" and click the **Save** button. Then click the **Next** button.
- > This will take you to the **FSA Acknowledgment** page. If you will not be enrolling in either the flexible spending medical or flexible spending limited purpose plan, you do not need to do anything on this page and can just click the **Next** button. If you enrolled in one of these FSA plans, you must agree to this acknowledgment. Once you've read this information, click the check box next to "I agree" and click **Save**. Then click the **Next** button.
- > This page is the **Annual Enrollment** page. Here, you can see your insurance costs. This page is a summary page that you will return to throughout the enrollment process.
- > Scroll down to get to the **Benefit Plans** section. Click on **Review** on the first tile labeled **Medical**.
- > Under **Enroll Your Dependents**, check the boxes next to the dependent's name to cover him/her in medical insurance. If you do not see one of your dependents listed, look for a small scroll bar to the right of the dependent information. Use the scroll bar to see if your dependent's name is lower in the list. If you still do not see your dependent in the list, click the **Add Dependent** button to add any dependents you wish to enroll who are not showing already. Complete the fields in the pop-up window. Fields with asterisks, including date of birth, name and Social Security number are required. Click the green **Save** button in the top right corner. If you have additional dependents, click on **Add Dependent** again. Click the **X** to close out of the Dependent Information page.
- > Under **Enroll in Your Plan**, click the **Select** button next to your plan choice. Don't forget to check the box to add the new dependent to coverage. If you want to see all plans and pricing, click the **Overview of All Plans** button at the very bottom and the **X** when ready to close it.
- > Click the green **Done** button at the top right to save your changes or click **Cancel** in order to return to the main Annual Enrollment page if you have no changes.
- > If you chose the CDHP/HSA medical plan, scroll down until you see the **Health Savings Account** tile at the bottom of the tile list. Click on this tile.
- > Click **Select** next to the HSA plan you are eligible for. It will be the only **Select** button that is not grayed out. At the bottom, you can also enter a total annual amount you want deducted from your paycheck that will transfer to your health savings account. Enter the amount you want or enter a "0" if you do not want to contribute to the HSA at this time. Click **Done** when finished.
- > Continue to click on each tile one at a time to **Review** each of them and to make any necessary changes. Each time click the green **Done** to close the window for that tile and to return you to the main **Annual Enrollment** page.
- > On this main page, you will notice the **Status** on each of the tiles will change from **Pending Review** to **Visited** if no change was made. The status will show **Changed** if a change was made. Use this **Status** indicator to help you keep track of what tiles you have clicked on.
- > Once you have reviewed all of the different benefits tiles and made all your changes, you can click the green **Submit Enrollment** button towards the top of the main **Annual Enrollment** page.
- > A pop-up **Benefits Alerts** window will appear. There may be a list of warnings for you to pay attention to, for example, whether or not you need to upload documents for your dependents or if you need to provide a statement of health for enrolling in disability. You must either click on the **Done** or the **View** button on the pop-up window in order for your benefits to be submitted. If you click **Done**, you will proceed with finishing up the annual enrollment process.

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- > If you click **View**, this will take you to your **Enrollment Preview** statement, which you can print or save directly from here. Please note this is not your final enrollment statement. After the enrollment period ends, you will receive an email to let you know that you can log in to Edison to view/print your final confirmation statement.
- > Click the **Expand All** button to open all of the categories so you can review all the information provided OR you can click each arrow and go through one section at a time. Or you can click on **Print View** to get a printable version of the statement to save for your records.
- > When you are finished with the **Enrollment Preview** statement, click the **X** in the right corner to close the window.
- > This will take you to a document upload page. There is a link to a list of acceptable documentation on this page. If you have added new dependents, click the **Upload Documents** button. Once the file attachment pop-up window appears, choose your dependent verification documents and then click **Upload**. Next, click **Done**. Once the document is uploaded, you can view, confirm or delete the document for a limited time. Click **Confirm** when you are ready. After that, click **Continue**.
- > If you did not add any new dependents, click the **Next** button at the top of the page.
- > This will take you to the **TN Insurance Beneficiary Summary** page to review your beneficiaries. Make sure you click on each of the three tabs at the top to review the information provided. If no changes are needed click **Continue**.
- > If you need to make updates, click the **Update Beneficiaries** button and **Save Changes** once complete. Once you have verified your information, click the **Continue** button.
- > Once you have fully completed the enrollment process you will receive a **Benefits Alerts** pop-up message that starts with: **Your benefits choices have been successfully submitted....**
- > Click **OK**.
- > You will be taken back to the **Annual Enrollment** page. Notice that your Annual Enrollment step on the left now indicates Complete status instead of Pending Review or Visited status. This way you know the ESS enrollment process is complete. If you have a current email address in Edison, you will also get an email letting you know that your enrollment has been received.
- > Before leaving, you can view a Benefits Statement of your selections by going to the **Benefits Statements** step at the bottom of the list of steps on the left-hand side. Please note this is not final enrollment statement but a preview of what you have sent to the benefits department. After the enrollment period ends, you will receive an email letting you know you can log in to Edison to view or print your final confirmation statements.
- > Click the **Exit** button in the left corner towards the top to exit the process.

### To add dependents

- > If faxing hard copies, send to 615.741.8196 and include your name and employee ID (found on the front of your CVS Caremark card) on each page.
- > All dependent verification documents must be received by 4:30 p.m. Central time on the last day of your enrollment period. If you do not submit proper documents, your dependents WILL NOT be enrolled.