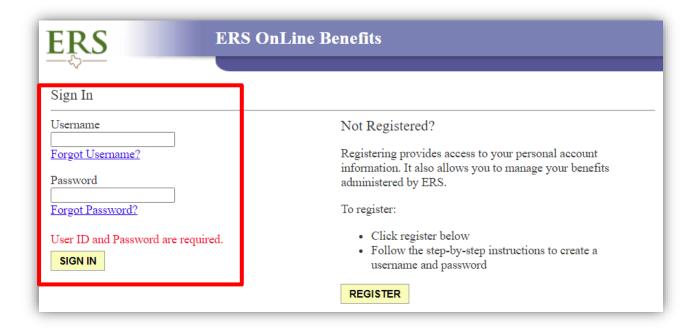
Annual Enrollment Changes

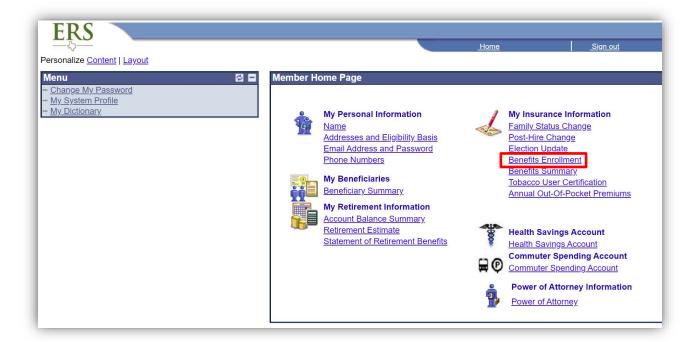
Step 1: Go to www.ers.state.tx.us and Click MyAccount Login button.

Step 2: Sign in using your Username and Password

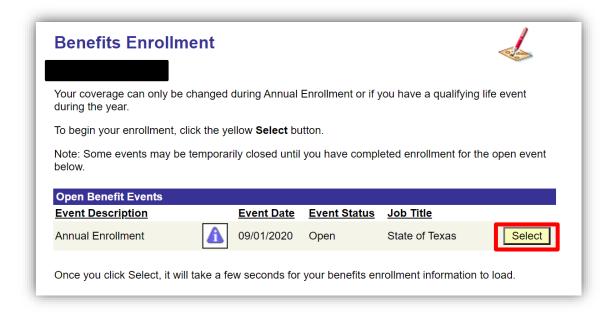


• If you have not registered your account you'll click Register Now.

<u>Step 3</u>: Click the Benefits Enrollment link located under the My Insurance Information section.

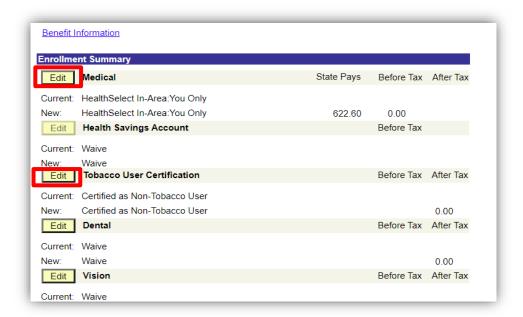


<u>Step 4</u>: Click Select to begin your enrollment changes.



<u>Step 5</u>: Review the new tobacco policy message and click ok.

<u>Step 6</u>: Click edit next to each benefit that you want to change.



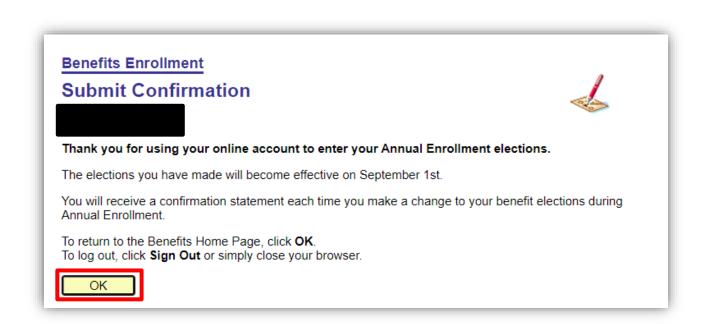
• If you are electing Life Insurance, Dependent Life Insurance, Short-Term, or Long-Term Disability you will be prompted to initiate an evidence of insurability (EOI) request at the top of the page (refer to page 5 for more information).

<u>Step 7</u>: You will need to certify if you use Tobacco Products, including e-cigarettes or vaping products.

IMPORTANT NOTICE: If you do not certify that you <u>don't</u> use tobacco
ERS will assume you <u>do</u> and charge you accordingly.

<u>Step 8</u>: Once your enrollment changes are completed, you will need to click "Submit" at the bottom of the page.

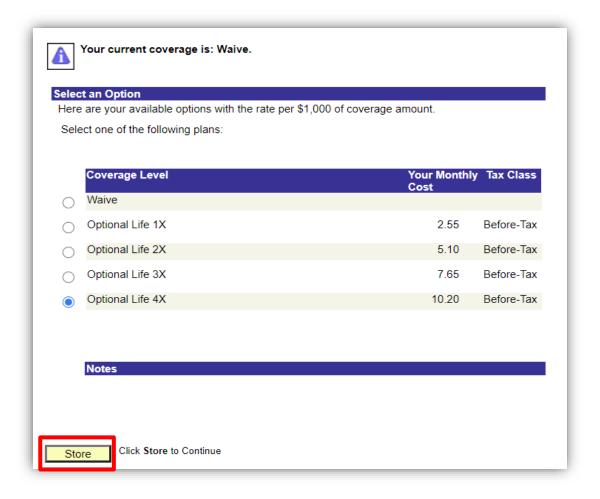
<u>Step 9</u>: When you are finished with making ALL changes to your enrollment elections click submit again upon reviewing your changes to finalize your enrollment.



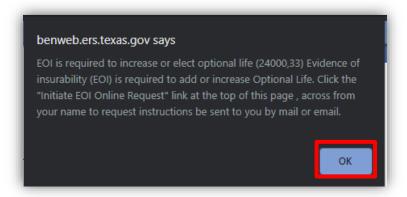
How to Initiate Evidence of Insurability (EOI) Application

If you are electing or increasing coverage for Optional Life Insurance, Dependent Life Insurance, Short-Term, or Long-Term Disability you will be prompted to initiate an EOI request.

Example: Employee wants to elect 4X optional life coverage.



Step 1: Read through the pop-up screen and click ok.

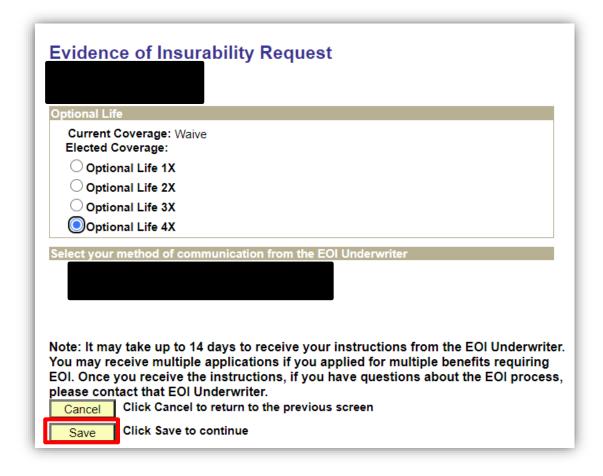


Step 2: Next, click on "Initiate EOI Online Request"



<u>Step3:</u> Choose between having the EOI emailed or mailed to you with the information ERS has on file. You will need to select the coverage level that you're are requesting. Select "Save" once complete.

 If you need to review or update your address or email address, please navigate to your ERS account homepage and review "My Personal Information".



<u>Step 4:</u> Once saved, you can finish completing any further election changes you need.