PARTNERS FOR HEALTH

State Employee Self Service Instructions

> Log into Edison at **https://www.edison.tn.gov**

> Click **Benefits Enrollment** under **My Benefits** on the left of the page.

> On the Welcome to Employee Self Service page under **Open Benefit Events** click **Select**.

> Click **Edit** next to the plan (medical, dental, vision or optional AD&D) that you want to add or change. State employees will also see flex benefits.

> Under **Select an Option**, click your plan choice.

> Under **Enroll Your Dependents**, check the boxes next to the dependent's name to cover him/her.

> Click **Update Elections** to confirm your option. If you select the Partnership PPO or Wellness HealthSavings CDHP, read the Partnership Promise and click **Accept**.

> You will see a summary of the options you selected. To make changes, click **Discard Changes**. If no changes, click **Update Elections**.

> Once you have made all of your changes, click **Continue** on the Benefits Enrollment page.

> If adding dependents, you will see an **Action Needed** page that lets you know you will need to provide verification for your new dependents. Click **Continue**.

> If adding dependents, click on the **Upload Documents** link and then upload any documents that you need to submit, then click the **Finished Uploading, Continue to Next Step** link.

> You will be taken to a page that asks you to enter/verify your beneficiaries for basic life and optional AD&D (if enrolled). If you need to make updates, click the **Update Beneficiaries** button. Once you have made all of your changes, click the **Finished Updating, Continue to Next Step** link.

> Next, choose if you want your confirmation by mail or email. Make any changes needed. Click **Submit**. **YOU MUST COMPLETE THIS STEP FOR CHANGES TO BE SUBMITTED.**

> You will be taken to a confirmation screen. Click **OK**. You can view confirmation of your selections on the Welcome to Employee Self Service page by logging back in and selecting **View** in the View/Print Confirmation Statement box.

To Add Dependents

> You may add dependents in the medical, dental and vision sections. Look for the **Enroll Your Dependents** section. Click **Add/Review Dependents** to add a dependent.

> Click **Add a Dependent** on the Add/Review Dependents page.

> Add the dependent's personal information and click **Save**, then **OK** on the next screen. Then click the **Return to Dependent Summary** link.

> To add additional dependents, click **Add a Dependent** on the Add/Review Dependents page. When done, click **Return to Event Selection**.

> Click the **Enroll** boxes under **Enroll Your Dependents**. Then click **Update Elections**.

> To add a dependent to dental or vision, click on the **Enroll** boxes under **Enroll Your Dependents**.

> You will see an Action Needed page after clicking **Continue** on the Benefits Enrollment page. Click **Continue** to add dependent verification.

> You can upload your dependent documentation into ESS. Scan your document and click **Upload Documents**. Click **Browse**, find the file and upload.

> You can upload as many documents as needed. When complete, click **Finished Uploading, Continue to Next Step**.

  • 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.

There is a link to a list of acceptable documentation on the ESS **Upload Dependent Verification Documents** page and the Benefits Administration website.

All dependent verification documents must be received by 4:30 p.m. Central on October 15.

> **!** **If you do not know your password or have trouble logging in to Edison, call the Edison help desk at 866.376.0104.**