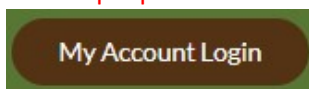# SUMMER ENROLLMENT GUIDE

1. Go to www.ers.texas.gov and click My Account Login. (Make sure Pop-Up Blocker is turned OFF)

2. If you have not registered for a username and password click **REGISTER NOW**. If you have logged in previously, click **Proceed to Login** and enter your Username and Password.

3. Member Home Page: Under My Insurance Information section, click **BENEFITS ENROLLMENT.**
**To receive your Annual Enrollment confirmation, verify that your email address is correct and on file by clicking EMAIL ADDRESS AND PASSWORD.
*Notify HR of any address changes hrs.employee.services@ttu.edu

4. Benefits Enrollment screen: Click **SELECT** to begin your enrollment.

5. After reading the ***Important Message*** screen, click **OK** to continue.

6. Benefits Enrollment/Annual Enrollment screen: Click **EDIT** on benefit (Medical, Dental, etc) you are wanting to change/enroll into.

*If you are having issues with the website, you will need to contact ERS directly.**

7. Click On the benefit screen: Select plan you are enrolling into.

8. Click **Add Dependent** to add new dependents. Click **Show History** to show any dependents previously added.
For a new dependent not previously entered in ERS, you will enter their information in a new pop-up window. Click **RETURN to go back to enrollment page.
If your dependent **does not have a SSN or ITIN, please contact the HR ESC office to complete a paper Summer Enrollment Form.

9. Enroll Your Dependents section: Click checkbox (if not already checked) to enroll any dependent into benefit. Click **STORE.** then click **OK** to submit election.

10. Next screen will show your choice for specific benefit (Medical, Dental, etc), your estimated monthly cost and covered dependents.
Click **OK** to submit your New election.

11. Submitting your Annual Enrollment:
Once you are done making your elections, on the Annual Enrollment screen, print out screen showing your Current and New elections for confirmation. Scroll to bottom of screen and click **SUBMIT**.

On the **Submit Benefit Elections** page: Click **SUBMIT**.

On the **Submit Confirmation** page: Click **OK**.

ERS: (877) 275-4377

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