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.

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.

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

ERS: (877) 275-4377

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