

# Instructions for Creating an ERS OnLine Account

(9/14)

Once Human Resources has entered you into the ERS OnLine system, you will receive an e-mail to your Bobcat Mail. You should receive this e-mail within your first week of employment. At that time you will be able to access your ERS OnLine account. Go to [www.ers.state.tx.us/login](http://www.ers.state.tx.us/login) and click on Enroll. A new window will open with the option to register your account.

You will be required to provide your name, home address, SSN and date of birth. The zip code entered must match what is on file with ERS. If you have recently moved, please contact Human Resources at 245-2557 or email [hr@txstate.edu](mailto:hr@txstate.edu) to update your address.

You will create a unique username and password for ERS OnLine. This username and password will be used to view your benefits, make annual enrollment changes, and beneficiary designations. Please keep it in a safe place for future reference. You will be required to set up security questions upon account creation.



## Enroll in Insurance as a New Employee

Full time employees: You will be automatically enrolled in HealthSelect employee-only coverage as of your hire date.

Part-time employees: You will be enrolled in a waived status. If you want coverage, you must take steps to enroll. There is a 60-day waiting period for medical, but no waiting period for optional coverages.

- New employees have 31 days to make all benefit enrollment decisions.
- If you want coverage to begin on your hire date, please turn in a paper form to the Benefits Office during your first week of employment, or by date given in orientation.
- If you complete a post-hire change, online elections will begin the first of the next month.
- Evidence of insurability (EOI) may be required if you wait for some coverage.
- After the initial 31 day window, you must have a qualifying life event (i.e. marriage, birth of child, dependent loses coverage) or wait until the next annual enrollment period to make changes.
- Once you are registered you're able to select insurance options.
  - Click the View My Home Page button: <http://www.ers.state.tx.us/login>
  - Click on **Post-Hire Change**
  - Follow the steps on the screen until you submit your changes
  - Verify your selections in Benefits Summary

# Instructions for Designating Beneficiaries

Employees must designate a beneficiary who is to receive their term life insurance benefit. Before going online to select your beneficiary, make sure you have your beneficiary's Social Security number (SSN), date of birth, and mailing address. You can change your beneficiaries any time of the year; you do not have to wait for Annual Enrollment.

**Registered users:** Go to [www.ers.state.tx.us/login](http://www.ers.state.tx.us/login) and click View My Homepage.

- If you do not know your username or password, you can reset your login information from this page. If you know your login information, sign in to ERS OnLine.

## Add a new beneficiary

- Click Change Information or Add New Beneficiary button,
- Click Add a New Beneficiary,
- Enter beneficiary's personal data (Social Security number is required) ,
- Click Save, and
- Click Return to Summary of Beneficiaries.



## Change a beneficiary

- Review your beneficiary designations,
- Click the blue link under the Plan Description for the benefit you would like to assign,
- Click Request Designation Change,
- Select your beneficiary(ies),
- Click Save Beneficiary Elections,
- Click Submit Changes,
- Receive the beneficiary designation form by email, or mail if you do not have an email address updated on your ERS account.

## Complete and return the beneficiary designation form by fax or mail

- Review the form,
- Print and sign your name,
- Have an unrelated witness (not you or the beneficiary) sign his or her name,
- Return the form to ERS,
- Your designation is not valid until you receive a confirmation from ERS.

ERS Support Link: [www.ers.state.tx.us/Customer\\_Support/Online/Update\\_Beneficiaries](http://www.ers.state.tx.us/Customer_Support/Online/Update_Beneficiaries)