

## SUMMER ENROLLMENT – ONLINE PROCESSING GUIDE

1. Log in to your ers.texas.gov account. If you haven't logged in in a while, you may need to reset your password.
2. Under My Insurance Information, click 'Benefits Enrollment'
3. You should see an event open for Annual Enrollment (pictured below). Click the 'Select' button. A message will pop up with the upcoming plan changes, click 'OK'.

Open Benefit Events				
Event Description		Event Date	Event Status	Job Title
Annual Enrollment		09/01/2021	Open	State of Texas

4. You can now make any desired changes by clicking 'Edit' next to the plans you'd like to change. Be sure to click 'Store' at the bottom of the page after you make any changes.
5. If you need to add a dependent to your plan, while editing your election, click 'Show History'.
  - a. If your dependent is shown, click 'Enroll' next to the dependent.
  - b. If your dependent is not shown, click 'Add/Review Dependents'. This will take you to the page to add a dependent. Once done, be sure to close this page. This will take you back to your election page. Click 'Enroll' next to your dependent.
6. When you've made all your changes, click 'Submit' at the bottom of the page, and then click 'Submit' one last time.
7. Congratulations! You've successfully made your Summer Enrollment changes. You will receive an email from ERS within 24 hours notifying you that your elections have been received. If you do NOT receive an email, this very likely means your elections did not process successfully. Please resubmit your elections or reach out to [HRBenefits@txstate.edu](mailto:HRBenefits@txstate.edu) for assistance.