

Member Administration Portal Guidance:

Updating Contact Information

Purpose: This document contains instructions for a member to update contact information in MAP.

Instructions:

Log in to the MAP portal at <https://sehp.member.hrissuite.com/>. Navigate to the Member & Family tab, then scroll down to the Contact Information section. If any information is outdated or inaccurate, select the edit button to the right of the contact type. Upon saving, the changes made will overwrite the original.

If an alternate contact is desired, such as a summer residence or personal email address, use the Add Contact button to create a new contact line. While multiple contacts of each type can be included, only the one marked Preferred will be used for correspondence.

Account Overview

Member & Family | Benefits | Mid-Year Benefit Changes | Enrollments & Events | Forms | Billing | Documents | Payment History

Contact Information
Manage Your Contact Information

Contact	Label	Information	Actions
Address	Home Preferred	[Redacted]	[Edit]
Email Address	Business Preferred	[Redacted]	[Edit]
Phone	Business Preferred	[Redacted]	[Edit]

Add Contact

Contact Preferences

ON eMail

Save Contact Preferences