

Member Administration Portal Guidance:

Initial/Open Enrollment – Making Elections

Purpose: Instructions to make Initial or Open Enrollment elections in MAP.

Instructions: If adding new dependents for coverage select “Add Family Member” and complete this process for each dependent.

Please note, once all elections have been made, it is important to verify that the correct covered dependents are listed for each election.

Account Overview

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

Member & Family Information

Add and Edit Family Members

Family Member (click to view)	Relationship	On Benefits	Eligible
[Redacted]	Employee	No	Yes

[Add Family Member](#)

Employee ID	[Redacted]
Gender	Female
Marital Status	Single

[Edit Your Information](#)

Navigate to Enrollments & Events tab, then click “Launch Enrollment”

Account Overview

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

Enrollments

Active Enrollments

All enrollments available to you will appear in the list to the right. You may change your elections at any time, and as often as needed, while the enrollment period is open.

If you have any questions regarding your benefits or the elections available to you, please contact the State Employee Health Plan at kdhe.sehpmembership@ks.gov.

Enrollment	Opens	Closes	Action
2020 State of Kansas Active Initial Enrollment - 24 Deduction Cycles	August 23rd, 2020	September 21st, 2020	Launch Enrollment

On the Welcome screen, note the status table to the right. If the Status field reads "Not Yet Submitted," your elections have not been made. When the field reads "Enrollment Has Been Submitted," elections have been received by SEHP.

2020 State of Kansas Active Initial Enrollment - 24 Deduction Cycles		2019 State of Kansas Active Open Enrollment - 24 Deduction Cycles	
Status	Enrollment Has Been Submitted	Status	Not Yet Submitted
Enrollment Begins	August 23rd, 2020	Enrollment Begins	October 1st, 2018
Enrollment Ends	September 21st, 2020	Enrollment Ends	October 31st, 2018

For your initial enrollment, you will have no previous elections to display on the Welcome screen. During open enrollment, at the bottom of the Welcome screen, your current elections are listed, including the member semi-monthly cost for each coverage type. If you wish to make the same elections for next year, you should make note of these coverage options.

Current Benefits		
Medical Blue Cross Blue Shield Plan N	Member Only [REDACTED] (Employee)	\$2.50
Dental Delta Dental	Member Only [REDACTED] (Employee)	\$6.30
Vision Surency Vision Basic	Member Only [REDACTED] (Employee)	\$1.98
Healthcare FSA	Coverage Waived	\$0.00
HSA Single Health Savings Account Employee Contribution-Single	Per Paycheck Contribution: \$0.00	

Before entering the enrollment portal for the first time, you will see the following message display beside current benefits. Once your elections have been completed, the most recent completed enrollment will be displayed in this pane. During open enrollment, you are able to complete the enrollment process as many times as necessary before the end of Open Enrollment, but all elections must be made each time (i.e., to add vision coverage to previously elected medical coverage, both medical and vision must be elected on the next enrollment). During your initial enrollment, once your elections are made the portal will close for processing.

Pending Elections

You have not yet made any elections for this enrollment.

[Make Your Elections](#)

The next screen is for Electronic Communication Consent. If you choose to Opt-In you will receive your Form 1095 online through MAP; if you choose Opt-Out you will receive a paper copy of your Form 1095 in the mail at the address you have listed in MAP.

Electronic Communication Consent

The Affordable Care Act (ACA) requires the State of Kansas to mail a 1095-C to an employee in January each year. The 1095-C will document the health insurance coverage received by the employee from the State of Kansas during the previous Plan Year. If you wish to receive this document electronically in the MAP Member Portal, please select Opt-In in the box below. If you do not wish to receive this document electronically, please select Opt-Out below. If the Opt-Out is selected, the 1095-C will be sent by regular mail to the address you have listed with the State Employee Health Plan.

Electronic Communication

Continue

The next several screens of the enrollment portal will ask you to verify contact information. Carefully confirm that all information is correct, as new cards, plan documents, and other critical information will be sent to members using this contact information.

The SEHP opened the HealthQuest Health Center in Topeka, KS for primary care medical services. On this screen, indicate if you live in the Metro Topeka area.

Metro Topeka Indicator

Do you live or work in the following counties of Kansas? Shawnee, Wabaunsee, Osage, Jackson, or Jefferson? In May of this year, the SEHP opened the HealthQuest Health Center in Topeka to provide primary care medical services for covered health plan members. Any SEHP member 2 years old or older may receive treatment at the health center. To provide more targeted messaging to those members who live and work in the metro Topeka area we are asking for your assistance to indicate by clicking yes if you live or work in the metro Topeka area.

Metro Topeka

Continue

You will have the option to pay premiums on a before-tax or after-tax basis. The majority of members elect before-tax to take advantage of tax incentives and increased take-home pay. However, members who elect after-tax premiums can end coverage or remove dependents mid-year without a qualifying event.

Tax Status Selection

You have the option to have your health benefits deducted from your paycheck on a before tax (pre-tax) or after tax basis.

- Before Tax or Pre-Tax means that you are paying your medical/dental/vision insurance premiums before any of the federal, state, and other taxes are deducted.
- After Tax means that federal, state, and other taxes are deducted before any medical/dental/vision insurance premiums are paid.

Tax Status

Continue

You will be asked to confirm whether you are in the United States on a J-1 or J-2 visa. Due to insurance cover- age requirements for individuals who are in the United States on a J-1 or J-2 visa, only Plan J is available to these individuals.

J1-J2 Visa Status

Important note: The Kansas State Employee Health Plan for State Employees offers one (1) plan, Plan J, which meets the J-1 requirements. J-1 visa employees covered under the Kansas State Employee Health Plan must elect Plan J, or waive coverage and purchase medical coverage outside of the Kansas State Employee Health Plan to be in compliance with the J-1 regulations.

Are you in the United States under a J1 or J2 Visa?

If you are a US Citizen select No.

J1 or J2 Visa

Continue

Each coverage type is elected on a separate screen. However, all coverage election screens have certain commonalities:

1. The option to Waive Coverage appears at the top of the options as a checkbox highlighted in yellow.
2. Plan options, if applicable for the coverage type, are listed as radio buttons. Only one can be selected.
3. Dependents will appear as checkboxes. Any or none can be selected for each coverage type. For a dependent to be eligible for coverage, the employee must also elect that coverage. Each coverage type is offered and can be elected as a standalone option.
4. The calculated rate will update to reflect coverage options and dependents selected.
5. If additional information is included about the coverage or plan options, it will be shown in the grey box above coverage options.

Go through the following screens and make your desired elections.

If you enroll in Plan C or Plan N, you will be prompted to elect either an HRA or HSA after the Medical Election screen. If you enrolled in either of those plans, enrollment in an HRA/HSA is not optional.

Medical Election

Once you complete your enrollment you can see if you qualify for the HealthyKids Program by completing the online application by visiting the website found towards the bottom of your Enrollments and Events tab.

Waive Coverage

Choose Your Desired Plan

Plan Selection
<input type="radio"/> Aetna Plan A
<input type="radio"/> Blue Cross Blue Shield Plan A
<input type="radio"/> Aetna Plan C
<input type="radio"/> Blue Cross Blue Shield Plan C
<input type="radio"/> Aetna Plan J
<input type="radio"/> Blue Cross Blue Shield Plan J
<input type="radio"/> Aetna Plan N
<input type="radio"/> Blue Cross Blue Shield Plan N
<input type="radio"/> Aetna Plan Q
<input type="radio"/> Blue Cross Blue Shield Plan Q

Covered Dependents

In addition to yourself, who would you like to cover under this plan?

No Eligible Dependents

How do I add a Dependent that's not listed?

Calculated Rate **\$0.00 / Not Applicable**
Estimated cost of this election

Continue

SEHP's dental coverage is provided by Delta Dental.

Dental Election

You **must** be enrolled in dental coverage in order to select the dental plan for any of your dependents.
You have the option of waiving the dental program altogether.

Waive Coverage

Choose Your Desired Plan

Plan Selection

Delta Dental

Covered Dependents

In addition to yourself, who would you like to cover under this plan?

No Eligible Dependents

How do I add a Dependent that's not listed?

Calculated Rate	\$0.00 / Not Applicable <small>Estimated cost of this election</small>
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[Continue](#)

SEHP's vision coverage is provided by Surency, with two different plan options: Basic or Enhanced.

Vision Election

You may choose to enroll yourself and any eligible dependents in one of the Vision plans, whether or not you or your dependents are enrolled in the Medical coverage.
[Click here to watch a video about the Surency Vision plans](#)

Waive Coverage

Choose Your Desired Plan

Plan Selection

Surency Vision Enhanced

Surency Vision Basic

Covered Dependents

In addition to yourself, who would you like to cover under this plan?

No Eligible Dependents

How do I add a Dependent that's not listed?

Calculated Rate	\$0.00 / Not Applicable <small>Estimated cost of this election</small>
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[Continue](#)

After you have made your Vision Election, you will be taken through a few screens for enrollment in Supplemental Insurance through The Hartford; Voluntary Benefits Plan include: Hospital Indemnity Insurance, Critical Illness Insurance, and Accident Insurance.

Before submitting final enrollment elections, review all elections options and make certain that the correct covered dependents are listed for each election.

Review and Submit

Please review the elections you made shown below. If you are satisfied with these elections, please click the "Save and Submit" button to continue. If you wish to make any changes, you can return to any page by clicking on the page link listed at the top of this page.

Premium Incentive Discount Status: Non-Qualified

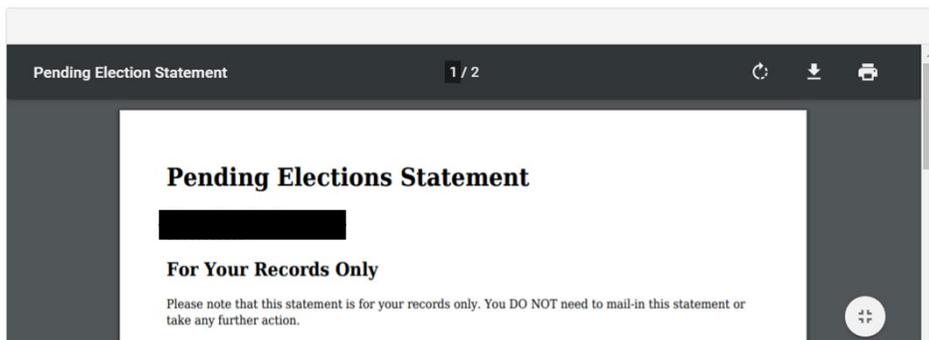
Elections		
Medical	Coverage Waived	\$0.00
Dental	Coverage Waived	\$0.00
Vision	Coverage Waived	\$0.00
Healthcare FSA	Coverage Waived	\$0.00
Dependent Care FSA	Coverage Waived	\$0.00
Voluntary Supplemental Insurance	Coverage Waived	\$0.00
Voluntary Supplemental Insurance	Coverage Waived	\$0.00
Voluntary Supplemental Insurance	Coverage Waived	\$0.00
Estimated Total Semi-Monthly Deduction		\$0.00

Benefit Details	
Electronic Communication	Opt-in
Metro Topeka	No
Tax Status	Before
J1 or J2 Visa	No

Save and Submit

A Pending Elections Statement will be displayed as confirmation that your complete enrollment has been submitted. This statement will also be sent to the primary email contact in MAP.

Enrollment Complete



Note: During open enrollment, some members may find that some coverage options show \$0.00 cost on their confirmation. This is inaccurate and is likely due to pending HealthQuest premium deductions and/or HealthyKids application status. By the end of open enrollment, the correct rates should display in MAP.