Employee Login and Access

Our organization participates in the New Mexico Public Schools Insurance Authority **(NMPSIA)** employee benefit program. NMPSIA has an Online Benefit System website that allows covered employees to review, update, or change their benefit enrollment information. This website is available to any employee who has had the Basic Life Insurance enrollment process completed for them by a member of your Benefits Department. As an eligible employee through NMPSIA's employee benefit program, you can access this website to perform transactions like:

- Update address and other contact information
- See what benefits and coverage you are enrolled in
- Enroll for benefit coverage
- Change enrollment
- Review or change beneficiary information

Appearing below are instructions for accessing NMPSIA's Online Benefit System.

NMPSIA's Online Benefit System can be accessed by entering the following NMPSIA website on your browser at https://nmpsia.com then selecting the **Members** menu tab at the top of the screen and choosing the **NMPSIA Online Benefit System** option.

NMPSIA Online Benefit System website address: https://nmpsiaonline.nmpsia.com

New Publ	Mexico ic Schools Insurance Au	thority
	Sign In	
Employee Login You are an Employee.	Employer Login You are an Employer.	Manager Login You are a Manager.

Figure 1: NMPSIA Online Benefit System website

Choose the Employee Login Option

If using Internet Explorer as your web browser, you should activate Compatibility View settings for using this website (Tools > Compatibility View Settings).

Select the Employee Login option.

Review the terms and conditions for using the New Mexico Public Schools Insurance Authority's (NMPSIA) Online Benefits System and click **Accept** to continue.

2. Review and accept the disclosure information shown on the screen.

New Mexico Public Schools Insurance Authority	
Employee Sign in	
The information provided through this online enrollment site is intended as a summary only. This summary information does not supersede the provisions of the program documents, which in all cases govern program eligibility and benefits. This benefit summary highlights some of the benefits available under your plan. A complete description regarding the terms of coverage and exclusions and limitations are available online from your summary plan description, available at https://nmpsia.com.	
Enrollment transactions submitted through this online enrollment site are subject to review and approval for compliance with NMPSIA rules.	
Information entered is saved each time you click Next to progress from one screen to another. If you need to continue your transaction at another time, click Next to save the information that you have entered and Logout. You can continue with your transaction the next time you login.	
Accept	

Figure 11-2: Employee login disclaimer

3. Select an option to sign in with your HIPAA ID number or <u>Social Security Number</u>. Your HIPAA ID number is an internal ID number assigned to you by NMPSIA's Eligibility Administrative Office and appears on the top right corner of any Confirmation of Enrollment statement.

New M Public	Iexico Schools Insurance Authority
	Employee Sign in
Sign in with your HIPAA ID:O	Sign in with your user defined login option: O Sign in with your SSN number:
Please log in with	your SSN and Birthday:
DistId:	Truth Or Consequences Municipal Schools 73 🗸
SSN:	******
Date of Birth(MMD)DYYYY): 01011960 ×
Log In Home	

Figure 3: Employee login by SSN

4. Select the **Dist ID** <u>Hobbs Municipal Schools 33</u> field and type the name of your school district, educational entity, employer, or choose your employer from the alphabetical drop down list.

New Mexico Public Schools Insurance Authority
Employee Sign in
Sign in with your HIPAA ID: Sign in with your user defined login option: Sign in with your SSN and Birthday: Please log in with your SSN and Birthday: Academing of Lenguas y Cultural [330] Academy for Technology [1350] Date of Birth(MMDDIYY): Academing of Lenguas y Cultural [340] Academy of Technology [1350] Academy of Technology [1450] Academy of Technology [1350] Academy of Technology [1350] Active Board Members [1405] Active Board Members [1405] Active Board Members [1405] Active Board Members [1405] Active Board Members [1405] Active Board Members [1405] Aff New Mexico [377] Aff New Mexico [377] Aff New Mexico [377] Aff New Mexico [370] Aff New Mexico [370] Aff New Mexico [370] Aff New Mexico [370] Aff New Mexico [370] Aff New Mexico [370] Aff New Mexico [370] Aff New Mexico [370] Aff New Mexico [370] Allowageruse Sign Language Academy [359] Allowageruse Schools [36] Allowageruse Schools [37] Allowageruse Schools [37] Academic Schools [37] Allowageruse Schools [37] Academic Schools [37] Allowageruse Schools [37] Academic Adminas Public Schools [37] Academic Schools [37] Academic Schools [37] Academic Schools [37] Aca

HMS recommends using SSN option to begin.

Figure 6 that follows will allow you to set up your Used Defined Login Option (Personal Settings) so please don't use this on the initial sign in.

5. The first time you access NMPSIA's Online Benefit System, you will be prompted to create your individual user name and password. Follow the instructions presented on the screen to create your user name and password, and select **Submit**.

New Mexico Public Schools Insurance Authority													
Main	View or Change My Information	Enrollment	Beneficiary	Retire	Contact Us	Managerment	Logout						
							E	EE_EmailManagement_New					
			JAMES	STK	IRK								
Perso	onal setting												
	Please or com only in	enter your desire bination of letters clude numbers, al	d user name and and numbers. Us phabetic characte	password. L ser name m ers, and @ s	lser name can be ust be at least 6 c ign.	an e-mail address haracters and can							
		Er	nail or User Name	:									
		Pa	ssword:										
				Submit									

6. After creating your user name and password, your screen will display the Online Benefit System Main screen showing the name of your **employer** and **your** name



Figure 6: NMPSIA Online Benefits System employee home screen



Figure 7: NMPSIA Online Benefits System employee menu options.

7. Continue with registering your access by choosing the **Management** option and select **Communication Option.**

	Nev Put	w Mex olic Sel	ico hools I	nsur	ance A	uthorit	y	
Main	View or Change My Information	Enrollment	Beneficiary	Retire	Contact Us	Management	Logout	
						Password Man	agement	EE_Main
	District II	D: 73	Truth Or C	Conseq	uences M	Communicatio	n Option	D
		EN	1PLOYE	E A. 9	SAMPLE			
	Please select one o	f the opti	ons from t	he me	nu bar ab	ove to perf	orm an	action.

Figure 8: Online Benefit System Access Management Option

 Confirm or update your e-mail address. Select the Edit option to update your e-mail address. Respond to the prompt to indicate if you wish to receive communications about your participation in NMPSIA's employee benefit program by e-mail. Select Submit.



Submit

Figure 8: Online Benefit System E-Mail Communication Preference

9. Choose one of the choices available from the menu options displayed at the top of your screen, or **Logout** to complete your registration through NMPSIA's Online Benefit System.

You will receive a confirmation notification from NMPSIA after you have successfully changed your enrollment. Thanks for your participation with our online system.

Questions about the Online Benefit System may be directed to:

Bonnie Juarez or Will Hawkins HMS (575)-433-0128 E-mail juarezb@hobbsschools.net NMPSIA Eligibility Administrative Office:

Mikki Shive Benefits Representative ERISA Administrative Services, Inc. Phone: Santa Fe (505) 988-4974 Toll Free (800) 233-3164 E-mail: mshive@easitpa.com

Employee Basic Information

JAMES T KIRK

Update Basic Information

You can only change your address and basic contact information on this screen. If you wish to make a change to any of your other information, please use Change Enrollment option of the Enrollment tab above.

Social Security No. Las			ame		Firs	t Name		Middle	Name		Suffix
073-10-0029 KIR			(IRK :			JAMES					
Date Of Birth Marital Sta		tatus	s Gender Home Phone		9	Work Phone Cell F		Cell Phone EMail		Prerfe	rred Contact
01/01/1967 Married			Male (505)988-4		974	(505)988-8943 (505)233		5)233-3164 easitpa029@yahoo		Email	~

Mailing address(Box#or Street Address)	Zip	City	State	County
1202 ACADEMY DRIVE	87901	TRUTH OR CONSEQUE	NM	SIERRA

Employer(Distrie	ct or Entity Name)	Job Title	Date of Hire		Base Annual Salary		No.of Hours Contra	Week			
Truth Or Consec	quences Municipal Schools	TEACHER	03/05/2014	/2014 \$42,000.00			40.00				
Last	First		Middle	Middle Sfx			Date of Birth (mm/dd/yyyy)	Gender	Relationship		
KIRK	JAMES		т			073-10-0029	01/01/1967	MALE	SELF		

Next

Figure 12-1: Employee basic information screen

EE_UpdateBasicInfo

JAMES T KIRK

Update Basic Information

Select the **Upload Document** button if you need to provide copies of supporting documents such as marriage certificate, Affidavit of Domestic Partnership, or birth certificate for your dependents. This option can also be selected if you wish to provide any supplemental information in relation to your enrollment or eligibility for benefits through NMPSIA's benefit plans.

When prompted for **Document Type**, enter the type of document you are providing and which family member the document is for. Click **Upload** in the Upload Document window to continue.

Click **Finish** in the Update Basic Information window to complete your transactions.

Last	First	Middle	Sfx	SSN	Date of Birth	Gender	Relationship	Document Type	Upload
								U	pload Document
									Finish

Figure 12-2: Update Basic Information document upload screen

Enrollment

073-10-0018 WALTER WHITE

					Add	ress								
1042 VILLA DE	E PASEO		A	ddress					12/01	Effec /2013	tive	N/A	Expi	re
					Pho	one								
Home	Phone		Work Phone		Cell Pho	ne	Email Effective							Expire
(505)988-4974			wwhite	1960@y	ahoo.com	12	2/01/2013			N/A				
Eligible														
Effecti	ve	Expire	Туре	#	Nam	1e		Me	dical	De	ental	Vis	ion	Life
12/01/2013	N//	A	73	WALT	ER WHITE			No		No		No		No
					Fan	nily								
Family Mem	bers													
Dep_NO	Effective	E	Expire Rel	ationship	Gender		Name(first,mic	l,last,sfx)			SSN	В	rthday
10	12/01/2013	N/A	SEL	F N	fale	WALTER	R WHITE				073-1	10-0018	01/01	/1960
					Enrol	lment								
Effective	Expire	Dist ID			District			Туре	Dep N	o LT	D BLF	ALF	SPLF	DPLF
12/01/2013	N/A 7	3	Truth Or Cons	equences Mi	unicipal Schoo	ls		А	10	Ν	Y	0	0	Ν
	Medic	al			Der	ntal					Vis	ion		
carrier	plan	C	overage	carrier	plan		coverage	9	carrie	er	plan		cover	age
					Sal	arv								
Dist.ID				Dist Name	- Cui	u			Effective		Expi	re		Amount
73	Truth Or Cons	equence	es Municipal Scl	hools				12/01	/2013		N/A			\$4,000.00
					Benefi	ciarie	s							
					Benen									
Regular Ben	eficiary Des	signati	on History Relationship	Be	anoficiary Nar	20	DOB	0	6 of Benef	liciary		Effectiv	(0)	Expire
Denenc	ialy type		Relationship	De	menciary Nan	lie	DOB	,	o Or Bener	noiai y		Enecus	e	Expire
Contigent Be	eneficiary D	esigna	tion History						(- f B (
Benefic	lary lype	ne	DOB	9	% of Behei	nciary		Effectiv	/e	Expire				
					Clo	osé								
				©Erisa /	Administrative	Services,	Inc. 2013	-12						

Figure 13-1: View current enrollment information

				W	AL	TER WH	HIT	ΓE						
Employee New Hire – Basic Information – Screen 1 of 10														
Social Security No. Last Name First Name Middle Name Suffix														fix
073-10-0018		WHITE		,	WALT	FER								
Date Of Birth Marital Status Gender Home Phone Work Phone Cell Phone EMail Prerferred C												Contact		
01/01/1960	Married	~	Male	(505)988-49	74	(505)988-8943 (505)75		505)750	-6484 wwhite1960@yahoo			00.C	.c Email 🗸	
Mailing address(E	3ox#or Str	eet Ad	dress)			Zip		City			State		County	
1042 VILLA DE PA	ASEO					87199 ALBU		ALBUQU	3UQUERQUE NM		NM	BERNAL		.0
Employer(District or Entity Name) Job Title						Date of Hire	Bas Sala	e Annual ary	N C W	o.of Hour ontracted /eek	rs I Per	Effe oth (mee	ffective Date for ther benefits medical, dental, vision, etc.)	
Truth Or Consequence	Truth Or Consequences Municipal Schools CHEMISTRY TEACHER								40.00		12/01/2013			
														Next

Figure 13-2: Enrollment, New Hire, screen 1 of 10

WALTER WHITE											
Employee New Hire –Dependent Information – Screen 2 of 10											
Last	First	Middle	Sfx	SSN	Date of Birth (mm/dd/yyyy)	Gender	Relationship	Delete			
WHITE	WALTER			073-10-0018	01/01/1960	MALE	SELF				
WHITE	SKYLAR			073-20-0018	02/02/1963	FEMALE	SPOUSE	Delete			
WHITE	WALTER		JR	073-30-0018	03/03/1995	MALE	SON	Delete			
Add Dependent Next Previous Next NMPSIA rules require you to provide supporting documentation like a marriage certificate, Affidavit of Domestic Partnership, or birth certificate for any dependents being covered. You will be able to upload files of these supporting documents as you continue this online enrollment process. You will be able to upload files of these supporting documents as you continue this online enrollment process. Image: Comparison of Birth Comparison											

Figure 13-3: Enrollment, New Hire, screen 2 of 10, dependents

Beneficiary

New Mexico Public Schools Insurance Authority											
Main	View or Chang	ge My Information	Enrollment	Beneficiary	Retire	Contact Us	Man	agerment	Logout		
										EE_V	iew Beneficiary
				DAFFY	ם ם	ICK					
				DALLI							
View	Beneficiar	у									
				Ben	eficiaries						
				Den	-						
			Primary	Beneficiar	y Desi	gnation F	listor	'Y			
Be	neficiary Type	Relationship	Benef	ciary Name		DOB	% (of Beneficiary		Effective	Expire
Basic Life		SPOUSE	DAFFODILL D	JCK	02/02/19	88 50	0.00		10/0	1/2013	N/A
Basic Life	1:60	SON	DAVID DUCK		03/03/20	08 50	0.00		10/0	1/2013	N/A
Additional	Life	SON				08 50	50.00		10/0	1/2013	N/A N/A
Additional	Life	301	DAVID DOOR		03/03/20	00 50			10/0	1/2015	10/10
Contigent Beneficiary Designation History											
Ber	neficiary Type	Relationship	В	eneficiary Name		DOB	%	of Beneficiar	γ .	Effective	Expire
Basic Life		Partner in crime	Sylvester	Cat	05/05	/1985	50.00		10/	01/2013	N/A
Basic Life		Friend	Tom Cat		06/06	/1985	50.00		10/	01/2013	N/A
Additional	Life	Partner in crime	Sylvester	Cat	05/05	/1985	50.00		10/	01/2013	N/A
Additional	Life	Friend	Tom Cat		06/06	/1985	50.00		10/	01/2013	N/A

Figure 14-1: Employee's current beneficiary designation.

Management — Password Management

New Mexico Public Schools Insurance Authority										
Main	View or Change My Information	Enrollment	Beneficiary	Retire	Contact Us	Managerment	Logout			
								EE_EmailManagement		
			DAFFY	DD	JCK					
Access to the defined logi enrollment i	Access to the NMPSIA online system is either obtained with the combination of your employer's District ID, the HIPAA ID assigned to you by NMPSIA's Administrative Office, and your birthday, or a user defined login option consisting of your e-mail address or user name. Your employer's District ID and your assigned HIPAA ID are shown on the Enrollment Notification notice provided to you upon your initial enrollment in NMPSIA's Administrative Office.									
If you would like to change how you access this website, you can provide your desired access information in the fields on the right side of the screen below. Your user name can be an e-mail address or combination of letters and numbers. User name must be at least 6 characters and can only include letters, numbers or the @ sign.										
	Please enter your assigned login info	mation.		Please ent	er your desired lo	gin information.				
DistId: HipaaId:]	Email or Use Old Passwor	er Name: [d:	gallup43@yahoo.c	com				
Date of E	Sirth(MMDDYYYY):]	New Passwo Repeat New	Password:						
		s	ubmit							

Figure 15-1: Employee login password management screen

- Communication Preference

	New Mexico Public Schools Insurance Authority									
Main	View or Change My Information	Enrollment	Beneficiary	Retire	Contact Us	Managerment	Logout			
							EE_0	Confirmation Email Confirm		
			DAFFY	DD	JCK					
Email Address : ghwa@easitpa.com Change Email: New Email Address : Allow Send Email : Not Sure O Yes O No Submit										

Figure 15-2: Employee e-mail communication preference.