The health insurance program for PSU employees is administered by the State Employee Health Plan. Information about plans, HealthQuest wellness program, employee webinars and other information are available on the [SEHP web page](#).

For assistance with health plans and MAP enrollment and change issues, contact SEHP. Contact information is available on the SEHP web site.

Membership Administration Portal (MAP)

Employees use the SEHP Membership Administration Portal (MAP) to enroll in health plans and make changes. Access MAP from the link on the PSU HRS webpage (se below). You will use your PSU SSO credentials to log into MAP with this link. Do not use the MAP link on the SEHP web site.

How to Log Into MAP

- Click on **Health Insurance Membership Administration Portal (MAP)** located on the main menu on the left side of the HRS Homepage - http://www.pittstate.edu/office/hr/. Select **Pittsburg State University** from the drop down menu and click "Select".
- Enter your PSU Username and Password and click the "Sign In" button. The PSU Username and Password are also referred to as your Active Directory or Single Sign On (SSO) credentials. The PSU Username is usually the first part of your email address (before the @pittstate.edu). **If you do not know your PSU Username and Password or have problems logging into MAP with your SSO credentials, please contact the Gorilla Geeks at Ext. 4600.**
- You will now be in MAP.
- Click on the "Enrollments & Events" tab at the top of the page; then click on "Launch Enrollment" under "Actions".
- You may be asked to update and provide contact information.
- Follow the screens to make your elections by clicking on the "Save and Continue" button at the bottom of each screen.
- Upload appropriate documents (e.g. marriage license for spouse and birth certificate for children) to MAP. Please note that when adding dependents and/or spouse to coverage, appropriate documentation must be uploaded to MAP – marriage license for spouse and birth certificate for children. The open enrollment process will not continue until the documents have been uploaded to MAP.
- NOTE that you cannot complete the open enrollment until the documents have been uploaded to MAP.
- To complete the enrollment process, review your elections. If you need to make changes, click on the "Change Your Elections" button. Click the "Save and Print Confirmation" button when you are satisfied with your elections. Log out of MAP by clicking on the "log out" button in the top right corner of the page. After you log out, you must close your browser to exit MAP. If you do not close your browser, you will not be properly logged out of MAP, and your benefits information could be accessed by someone else.

Group Health Insurance Open Enrollment

Open enrollment for group health insurance (GHI) is held from 10/1 - 10/31.

Here is important information to help you with GHI open enrollment:

1. This is a **active open enrollment**, meaning that **every employee enrolled in the State of Kansas Employee Health Plan (SEHP) will need to make an election for plans and coverage levels during open enrollment.** Employees who are currently enrolled in an SEHP plan and do not make an election during open enrollment will be defaulted to Plan N.
2. Changes made during open enrollment are effective 1/1 the following year.
3. You can find links to information and documents on the State Employee Health Plan (SEHP) website: http://www.kdheks.gov/hcf/sehp/default.htm. Click on the Open Enrollment Information for Plan link to find important information, including the Open Enrollment for State Employees booklet.

All employees should log into MAP during open enrollment to:

- verify and update personal information (address, email, date of birth, dependents).
- select health plan and provider (employees who do not select a plan during open enrollment will be defaulted to Plan N with a Health Reimbursement Account:
- enroll or re-enroll in Flexible Spending Accounts;
- apply or re-apply for HealthyKIDS program;
- re-enroll in Health Savings Accounts to contribute an amount higher than the minimum employee contribution of $25;
- add, change or drop coverage;
- add or drop vision coverage;
- add* or drop spouse/dependents from medical, dental or vision coverage;
- change your pretax payment status.

*Please note that when adding dependents and/or spouse to coverage, appropriate documentation must be uploaded to MAP – marriage license for spouse and birth certificate for children. The open enrollment process will not continue until the documents have been uploaded to MAP.

Affordable Care Act (ACA)

- New Health Insurance Marketplace Coverage Options & Your Health Coverage
- Health Insurance Options for PSU Employees
- State of Kansas ACA Compliance Presentation - June 25th & 26th, 2013

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