

Higher Education Employee Self Service Instructions

How to make changes in Edison

- > Log into Edison at <https://www.edison.tn.gov>
- > Click **Self Service** > **Employee Work Center**
- > Click **Benefits Enrollment** under **My Benefits** on the left of the page.
- > On the Welcome to Employee Self Service page under **Open Benefit Events** click **Select**.
- > Click **Edit** next to the plan (medical, dental, vision or voluntary AD&D) that you want to add or change. State employees will also see flex benefits.
- > Under **Select an Option**, click your plan choice.
- > Under **Enroll Your Dependents**, check the boxes next to the dependent's name to cover him/her.
- > Click **Update Elections** to confirm your option. If you select the Partnership Promise PPO or Promise HealthSavings CDHP, read the Partnership Promise and click **Accept**.
- > You will see a summary of the options you selected. To make changes, click **Discard Changes**. If no changes, click **Update Elections**.
- > Once you have made all of your changes, click **Continue** on the Benefits Enrollment page.
- > If adding dependents, you will see an **Action Needed** page that lets you know you will need to provide verification for your new dependents. Click **Continue**.
- > If adding dependents, click on the **Upload Documents** link and then upload any documents that you need to submit, then click the **Finished Uploading, Continue to Next Step** link.
- > You will be taken to a page that asks you to enter/verify your beneficiaries for basic life and voluntary AD&D (if enrolled). If you need to make updates, click the **Update Beneficiaries** button. Once you have made all of your changes, click the **Finished Updating, Continue to Next Step** link.
- > Next, choose if you want your confirmation by mail or email. Make any changes needed. Click **Submit**. **YOU MUST COMPLETE THIS STEP FOR CHANGES TO BE SUBMITTED.**
- > You will be taken to a confirmation screen. Click **OK**.
- > You can view confirmation of your selections on the Welcome to Employee Self Service page by logging back in and selecting **View** in the View/Print Confirmation Statement box.

Remember to keep your contact information, including mailing address, updated in Edison.

To add dependents

- > You may add dependents in the medical, dental and vision sections. Look for the **Enroll Your Dependents** section. Click **Add/Review Dependents** to add a dependent.
- > Click **Add a Dependent** on the Add/Review Dependents page.
- > Add the dependent's personal information and click **Save**, then **OK** on the next screen. Then click the **Return to Dependent Summary** link.
- > To add additional dependents, click **Add a Dependent** on the Add/Review Dependents page. When done, click **Return to Event Selection**.
- > Click the **Enroll** boxes under **Enroll Your Dependents**. Then click **Update Elections**.
- > To add a dependent to dental or vision, click on the **Enroll** boxes under **Enroll Your Dependents**.
- > You will see an Action Needed page after clicking **Continue** on the Benefits Enrollment page. Click **Continue** to add dependent verification.
- > You can upload your dependent documentation into ESS. Scan your document and click **Upload Documents**. Click **Browse**, find the file and upload.
- > You can upload as many documents as needed. When complete, click **Finished Uploading, Continue to Next Step**.
 - If faxing hard copies, send to 615.741.8196 and include your name and employee ID (found on the front of your CVS/caremark card) on each page.

There is a link to a list of acceptable documentation on the ESS **Upload Dependent Verification Documents** page and the Benefits Administration website.

All dependent verification documents must be received by 4:30 p.m. Central time on October 14. If you do not submit proper documents, your dependents WILL NOT be enrolled.



If you are using the Edison system for the first time or are having trouble logging in, go to the Edison home page and click on 1st Time Login/ Password Reset and follow the steps or call the Benefits Administration service center.