Navigating the ERS website: www.ers.texas.gov

On the ERS home page, click on **My Account Login** on the top right to enroll and set up online access.

1. Click on **Register Now** in the green **Not Registered?** box to set up your account or **Proceed to Login** if you have already registered.
2. The first time you log in you will need to Register.
3. From the Member Home Page once you are registered:
   a. When your life insurance is effective, click on ‘beneficiary summary’.
      i. Follow the instructions to add or change a beneficiary.
   b. Click on ‘Benefit Summary’ to review your coverage at any time.
   c. Click on ‘Benefits Enrollment’ to make changes during summer enrollment.

**NOTE:** If you have changes to your personal information (name, address, phone), please change it in Greenshades and Human Resources will use that to change your personal information with ERS.

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**Member Home Page**

<table>
<thead>
<tr>
<th>My Personal Information</th>
<th>My Insurance Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Family Status Change</td>
</tr>
<tr>
<td>Addresses and Eligibility Basis</td>
<td>Post-Hire Change</td>
</tr>
<tr>
<td>Email Address and Password</td>
<td>Election Update</td>
</tr>
<tr>
<td>Phone Numbers</td>
<td>Benefits Enrollment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Beneficiaries</th>
<th>My Retirement Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary Summary</td>
<td>Account Balance Summary</td>
</tr>
<tr>
<td></td>
<td>Retirement Estimate</td>
</tr>
</tbody>
</table>

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From the ERS home page you can access the following by clicking on **Active Employees** at the top.

**Health Insurance**—Includes links to…

- HealthSelect and Consumer Directed HealthSelect From there you can:
  - Link to the BlueCross BlueShield website
  - Enroll and set up your account
  - Print a temporary card
  - View Explanation of Benefits
  - Find a doctor or provider

**Prescription Drug Coverage:**

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Updated 5/22/19
• Link to Optum RX site
• Mail order information
• Network Pharmacy locator

Life and AD&D Insurance:
  □ Basic Term Life
  • Optional Life Insurance
  • Dependent Term Life
  • Accidental Death & Dismemberment

Dental Coverage:
  • State of Texas Dental Choice Plan
  • Humana DHMO
  • State of Texas Dental Discount Plan

Tax-advantaged Spending/Savings Accounts:
  • Texflex
  • Consumer Directed HealthSelect health savings account

Retirement:
  **Note** – We do not have ERS retirement, only ERS insurance benefits, so this section does not apply to us.

Texas Income Protection Plan:
  • Short-term and long-term disability insurance

State of Texas Vision

Dependent Eligibility Verification:
  • Administered by Alight Solutions

Discount Purchase Program

Premium Rates are found on the right side of the home page:

**Premium Rates**
Find out how much I pay **FOR COVERAGE** each month:
  • Employees and survivors
  • Retirees
  • Review frequently asked questions about your health plans premium

Employee News

Found under the blue Benefits Coordinator Community Group box:
  • Sign up to receive employee news alerts and updates.