

KHRIS Online Enrollment Quick Guide

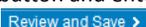
To begin your online enrollment, go to openenrollment.ky.gov. Once you are ready to log in to KHRIS ESS, follow the below instructions. If this is the first time you have used KHRIS this year, read the user agreement, enter your full name, click the  button.

Click  to begin the process to elect coverage for 2017.

Step 1: Welcome to 2017 Open Enrollment!

- Read the information on the page and click the  button at the top of the page.

Step 2 - Review Personal Information / Update Your Address Data

- Review your personal data. If correct click the  button at the top of the page to proceed to step three.
 1. To update your address data, click the  button and enter/update your address, phone and/or e-mail.
 2. Once you have completed your entry, click the  button at the bottom of the page.
 3. If correct, click the  button at the bottom of the page, otherwise click  at the BOTTOM of the page and revise.

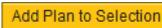
Step 3 - Dependents - This step is where you review and add dependents you want included in the enrollment of your health insurance plan. A dependent record must exist first, in order to enroll dependents on your health plan or Waiver with General Purpose HRA. This step does not enroll your dependent(s) in healthcare coverage. ***SSN and date of birth are required when entering a dependent, please have this data ready.*

- Review existing data for accuracy. If no changes are required on this page, then click the  button at the top of the page to continue to step four.
 1. To update your dependent click the  button. To add a new child, click the  button. If you currently do not have a spouse and need to add one, click the  button.
 - You will need to enter/update the name, date of birth, gender and social security number for the dependent. You can also enter the address and/or phone number for the dependent if it is different.
 2. Once you have completed your entry, click the  button at the bottom of the page.
 3. If correct, click the  button at the bottom of the page, otherwise click the  button at the bottom of the page and revise.
 4. To add/update more dependents, repeat step 1- 3 until all dependents are added/updated.
 5. When you are finished adding/updating dependents, click the  button at the top of the page to continue to step four.

Step 4 - Tobacco Use Declaration

- Read the information on the page and select the appropriate tobacco use status for the plan by the appropriate Yes No radio button.

Step 5 – Enroll in Plan Options

- Review your benefit plan elections for 2017.
 1. To change your health plan election, click the radio button under the Medical plan option. Then click the  button.
 2. To waive your health insurance coverage, select the waiver plan you wish to enroll in and click the  button.
 - Review the Waiver HRA Declaration and click the  button to save your enrollment, otherwise click the  button to revise.
 - If you do not want to waive coverage, and would like to choose a health plan instead, skip this step and go to number 4.
 3. Select dependents for which you will use, and who are eligible for, HRA funds.
 4. To elect health insurance coverage, select the health insurance plan you wish to select. Your dependent coverage options will appear at the bottom of the screen. Select you desired dependent coverage level and click the  button.
 - If you select a LivingWell plan, accepting the LivingWell Promise will be required. Read the information about the LivingWell Promise and click the  button to continue, otherwise click the  button and to revise your selection.
 - Click the box next to each dependent you wish to cover on your health insurance plan, click the  button.
 5. To elect a Healthcare or Dep Care FSA clicking the Enroll radio button under the plan option. Then click the  button. You can only choose one plan at a time.
 - Enter the amount you wish to contribute for the 2017 plan year, click the  button. After you enroll/change the plan then you may move to another plan until you have completed all of your election choices.
 6. Review your choices by clicking the  button at the bottom of the screen.
 7. Review the Authorization and Certification information click the  button to continue.
 8. Review your enrollment choices and if satisfied, click the  button to record your choices in the system, otherwise click the  button at the bottom of the page and to revise your enrollment.

Congratulations! Your enrollment is now complete!

Now you can either click  or  in the top right hand corner of the screen.

