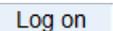


KHRIS ESS: Online Enrollment Guide

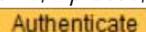
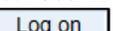
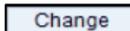
Log in to KHRIS ESS

1. Open Internet Explorer  and access: KHRIS.ky.gov

Current KHRIS ESS User:

2. Type your KHRIS User ID and Password.
3. Click .
4. If this is the first time you have used KHRIS this year, read the User Agreement, enter your full name and click .
5. Click  to elect coverage for 2014.

OR New KHRIS ESS User:

2. Click the **New User/Reset Password** link.
3. *KHRIS User ID* – Type your current KHRIS User ID number.
4. Click .
5. For security purposes, you must provide the following information: *Last Name, Zip Code, Date of Birth, and Social Security Number.*
6. Click .
7. If your information has been validated, a temporary password displays.
8. Click .
9. Type your **User ID** and **Temporary Password**.
10. Click .
11. You will now be prompted to change the temporary password.
 - a. *Old Password* – Type your temporary password created in step 7.
 - b. *New Password* – Create a new password.
 - c. *Confirm Password* – Type the new password again.
12. Click .
13. If this is the first time you have used KHRIS this year, read the User Agreement, enter your full name and click .
14. Click  to elect coverage for 2014.

Election of Coverage

Step 1: Welcome

1. Read the information on the page and click .

Step 2: Personal Data/Address

1. To update your address data, select  and enter/update your address, phone and/or e-mail.
2. Once you have completed your entry, click . If correct, press .
3. Click  to continue.

Step 3: Tobacco Use Declaration

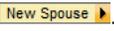
1. Read the information on the page and select the appropriate tobacco use status for the plan by the appropriate Yes No radio button.
2. Click  to continue.

Step 4: Enroll

Edit Dependent Information

1. Add and/or edit information on your dependents by clicking  for the dependent to be updated.
2. Once you have completed your entry, click . If correct, press .

Add New Dependent

1. To add a new child, click . If you currently do not have a spouse and need to add one, click .
2. Add dependent's name, date of birth, gender and social security number.
3. Once you have completed your entry, click . If correct, click , otherwise click  and revise.
4. To add more dependents, click the [Go to Family Member/Dependents Overview](#) link.
5. When finished adding dependents, click  to continue.

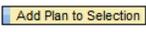
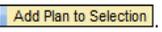
Roadmap to LivingWell

Read the information about the LivingWell programs and click  at the top of the page.

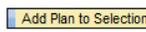
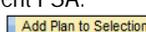
The KEHP LivingWell Promise

Accepting the LivingWell Promise will be required to qualify for LivingWell plans. Read the information about the LivingWell Promise and click  at the top of the page.

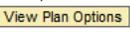
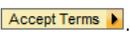
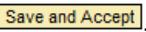
Selection for Open Enrollment – Health Insurance

1. Select **Enroll or Waive Coverage** radio button.
2. Click . **NOTE:** Do NOT click . Only click  when all selections are complete.
3. Select the radio button for the plan you wish to select.
4. Dependent coverage options for which you are eligible will appear at the bottom of the screen. Select the appropriate coverage by clicking the correct box to the right of the desired coverage.
5. Once you have selected your plan and coverage level option, click .
6. If you selected a single plan, read the information on the page and click .
6. **OR** If you selected a plan that covers dependents, you will be able to select which dependents you wish to cover by selecting the check box next to each dependent to be covered.
6. **OR** If you elected to Waive Coverage, click .

Medical and/or Dependent FSA (If you do not want an FSA, go to next section.)

1. Select the radio button for the type of FSA in which you wish to enroll.
2. Click . **NOTE:** Do NOT click . Only click  when all selections are complete.
3. Enter the amount that you wish to contribute in the next year.
4. Click .
5. Repeat steps 1-4 if you wish to enroll in both a medical and dependent FSA.
6. Click .

Enroll in Plan Options

1. If you want to change your plan options, click the radio button for the plan you want to edit and click . To remove one of your plans, click the radio button for the plan you wish to remove and click .
2. When all changes are made, and you are ready to enroll, click .
3. Read the Authorization and Certification page and click . To complete your enrollment, click .
4. Congratulations! You are enrolled. Now you can either  or .