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.
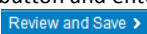If this is the first time you have used KHRIS this year, read the user agreement, enter your full name, click the [✔ I AGREE] button.

Click [ENROLL NOW →] to begin the process to elect coverage for 2016.
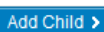
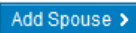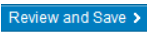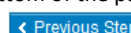### Step 1: Welcome to 2016 Open Enrollment!
❖ Read the information on the page and click the [Next Step] button at the top of the page.

Step 2 - Review Personal Information / Update Your Address Data
❖ Review your personal data. If correct click the [Next Step] button at the top of the page to proceed to step three.
1. To update your address data, click the [Edit] button and enter/update your address, phone and/or e-mail.
2. Once you have completed your entry, click the [Review and Save >] button at the bottom of the page.
3. If correct, click the [Save] button at the bottom of the page, otherwise click the [< Previous Step] at the BOTTOM of the page and revise.
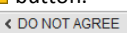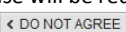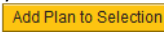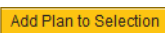
Step 3 - Dependents - This step is where you review and add dependents you want included in the enrollment of your health insurance plan. A dependent record must exist first, in order to enroll dependents on your health plan. This step does not enroll your dependent(s) in healthcare coverage. **SSN and 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 [Next Step] button at the top of the page to continue to step four.
1. To update your dependent click the [Edit] button. To add a new child, click the [Add Child >] button. If you currently do not have a spouse and need to add one, click the [Add Spouse >] 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 [Review and Save >] button at the bottom of the page.
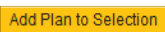3. If correct, click the [Save] button at the bottom of the page, otherwise click the [< Previous Step] button at the bottom of the page and revise.
4. To add/update more dependents, repeat step 1- 3 until all dependents are added/updated.
5. When you are finished adding/updating dependents, click the [Next Step] 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
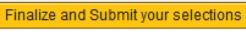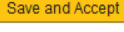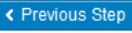❖ Review your benefit plan elections for 2016.
1. To change your health plan election, click the radio button under the Medical plan option. Then click the [Edit Plan] button.
2. To waive your health insurance coverage, select the waiver plan you wish to enroll in and click the [Add Plan to Selection] button.
   ▪ Review the Waiver HRA Declaration and click the [AGREE] button to save your enrollment, otherwise click the [< DO NOT AGREE] button to revise.
3. 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 [Next Step] button.
   ▪ If you select a LivingWell plan, accepting the LivingWell Promise will be required. Read the information about the LivingWell Promise and click the [AGREE] button to continue, otherwise click the [< DO NOT AGREE] button and to revise your selection.
   ▪ Click the box next to each dependent you wish to cover on your health insurance plan, click the [Add Plan to Selection] button.
4. To elect a Healthcare or Dep Care FSA clicking the ○ Enroll radio button under the plan option. Then click the [Add Plan] button. You can only choose one plan at a time.
   ▪ Enter the amount you wish to contribute for the 2016 plan year, click the [Add Plan to Selection] button. After you enroll/change the plan then you may move to another plan until you have completed all of your election choices.
5. Review your choices by clicking the [Finalize and Submit your selections] button at the bottom of the screen.
6. Review the Authorization and Certification information click the [Accept Terms] button to continue.
7. Review your enrollment choices and if satisfied, click the [Save and Accept] button to record your choices in the system, otherwise click the [< Previous Step] button at the bottom of the page and to revise your enrollment.

Congratulations! Your enrollment is now complete!
Now you can either click [🖨 Print Confirmation Statement] or [Log off] in the top right hand corner of the screen.