Member Administration Portal Guidance: Initial/Open Enrollment – Making Elections

Purpose: Instructions to make Initial or Open Enrollment elections in MAP.

Instructions: If adding new dependents for coverage select "Add Family Member" and complete this process for each dependent.

Please note, once all elections have been made, it is important to verify that the correct covered dependents are listed for each election.

Account	1							
Member & Family Benefits	Mid-Year Benefit Changes	Enrollments & Events	Forms	Billing	Documents	Payment History		
	Eamily Information	1						
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Add Family Member			Gender			Femure	2017	=
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ccount Overview				
Member & Family Benefits Mid-year Benefit C	nanges chroniments & eventile constant			
Enrollments				
Active Enrollments				
All enrollments available to you will appear in the ist to the right. You may change your elections at	Enrollment	Opens	Closes	Action
	2020 State of Kansas Active Initial Enrollment - 24	August 23rd,	September 21st,	Launch Enrollmer
	Deduction Cycles	2020	2020	
any time, and as often as needed, while the enrollment period is open.				
enrollment period is opens				

On the Welcome screen, note the status table to the right. If the Status field reads "Not Yet Submitted," your elections have not been made. When the field reads "EnrollingestBeen Submitted," elections have been received by SEHP.

Each coverage type is elected on a separate screen. However, all coverage election screens have certain commonalities:

- 1. The option to Waive Coverage appears at the top of the options as a checkbox highlighted in yellow.
- 2. Plan options, if applicable for the coverage type, are listed as2.582 Td8"i(o)-3.6 w-6.6 (a)2b-3.6 wu3 (e)

