MAP Enrollment Step-By-Step Guide

The Open Enrollment tab in MAP will be open from October 1-31. MAP is your portal to select and change your health, dental, vision, spending account and voluntary insurance benefits. Login into MAP during the month of October to view your current elections and to enroll or make changes for next year.

- If you have questions about your benefit options, visit Your SEHP Benefits.
- If you experience difficulties logging in, please visit “Ready to Enroll” for MAP Enrollment Assistance.

1 – Go to Member Administrative Portal (MAP)

Link: https://sso.cobraguard.net/seer_login.php

2- If it is your first time visit or if it has been a while since your last login, you will be prompted to select your Regent University. Select “University of Kansas”

3 - Sign in using your KU online ID and password.

If you experience difficulties logging in, please visit “Ready to Enroll” for MAP Enrollment Assistance.
4 – Go to “Enrollment & Events” tab.
Click “Launch Enrollment”

5 - You will reach the 2018 State of Kansas Active Open Enrollment Welcome page.

- Please make your elections by clicking the “Make Your Elections” button.
- You may change your elections as often as needed while the enrollment period is open (October 1-31).
- If you logout or click the “Leave Without Saving” button before completing this enrollment and submitting your elections, all your elections/changes will be lost.

Review content and click on “Make Your Elections”

6 – Confirm/update contact information – phone, email, and address. Click “Continue”. 
7 – On Tax Status, select “Before Tax” or “After Tax”. Click “Continue”.

You have the option to have your health benefits deducted from your paycheck on a before tax or after tax basis. Having them deducted on a before tax basis means you are entering into an agreement with the State Employee Health Plan to reduce your taxable income by the cost of your health insurance coverage.

Since your income has been reduced, you will not pay Federal, State, Social Security or Medicare taxes on these amounts. As a result, your take home pay may be increased if the before tax option is selected.

8 – Select “Yes” or “No” to confirm if you are in the United States on a J-1 or J-2 Visa. Click “Continue”.

| medical evacuation or repatriation of remains. J-1 employees covered under the Kansas State Employee Health Plan must purchase additional coverage outside of the Kansas State Employee Health Plan to be in compliance with the J-1 regulations. |
| Are you in the United States on a J1 or J2 Visa |
9 – Complete your Medical Election. Click “Continue”.

Once you complete your enrollment you can see if you quality for the HealthyKids Program by completing the online application by visiting the website found towards the bottom of your Enrollments and Events tab.

Medical Election

10 – Complete your Dental Election. Click “Continue”.

You must be enrolled in medical coverage in order to select the dental plan. If you cover family members under your medical plan, you will have the option as to whether or not you want to purchase dental coverage for those family members.

You have the option of waiving the dental program altogether.

Dental Election

11 – Complete your Vision Election. Click “Continue”.

You may choose to enroll yourself and any eligible dependents in one of the vision plans, whether or not you or your dependents are enrolled in the Medical coverage.

Vision Election

12 – If you selected:

a) Medical Plan A, J or Q: you will have the option to select Health Care Flexible Spending Account (FSA).

b) Medical Plan C, you will answer Yes or No to Health Savings Account questions.
Can you answer “Yes” to any of the following questions? If you answer “Yes” to any of these questions, you will only be offered an HRA.

1) Are you covered by another health plan that is not a Qualified High Deductible Health Plan?
2) Are you enrolled in Medicare or TRICARE Benefits?
3) Can you be claimed as a dependent on someone else’s tax return next year?
4) Do you have a dependent child between ages 23 and 26? **NOTE:** For question #4 only, you may still select an HSA, however, you will not be able to use your HSA funds for any dependent between those ages. If you still wish to elect the HSA, you may answer “NO” and you will offered the HSA. If you wish to enroll in the HRA, you may answer “YES” and you will be offered the HRA.

- If **No**: You will continue to **HSA Election**. Plan C requires *minimum contribution of $25 semi-monthly*. You will have the option to select Limited Scope FSA.

- If **Yes**: You will continue to **HRA Election**. You will have the option to select Health Care FSA.

c) **Medical Plan N**, you will select **Health Savings Account** or **Health Reimbursement Account**.

- If your answer is **Health Savings Account**: You will continue to HSA Election. If you enroll in Plan N you do not have to contribute to the HSA in order to get the employer contribution. You will have the option to select Limited Scope FSA.

- If your answer is **Health Reimbursement Account**: You will continue to HRA Election. You will have the option to select Health Care FSA.

13 – Complete your Dependent Care FSA Election. Click “Continue”.
14 – Review your elections. Click green “Save and Submit” button.

15 – Print or Save Pending Elections Statement. Keep for your records.

You may go into MAP as many times as needed during the Open Enrollment period to make changes.

Pending election statements will be emailed to your registered email address each time an election is saved in the portal. The pending election statement indicates that you have completed open enrollment.

The elections saved as of midnight on October 31, 2017, will become effective January 1, 2018.

**Insurance Cards:**
- Caremark will send new ID cards to all members.
- Aetna, BCBS, Delta Dental, Surency Vision and Quest will send new cards to members who make changes in coverage.
- NueSynergy and Optum will send new debit cards to new members only.

**Reminder – HealthyKIDS:**
Once you complete your enrollment you can see if you qualify for the HealthyKids Program by completing the online application by visiting the website found towards the bottom of your Enrollments and Events tab in MAP.