MAP Enrollment Step-By-Step Guide - J Visa

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.

Go to Member Administrative Portal (MAP)

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

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”

Sign in using your KU online ID and password.

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

Click “Launch Enrollment”

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”

Make Your Elections

Confirm if you would like to receive 1095-C tax form electronically or by mail.

Electronic Communication Consent

The Affordable Care Act (ACA) requires the State of Kansas to mail a 1095-C to an employee in January each year. The 1095-C will document the health insurance coverage received by the employee from the State of Kansas during the previous Plan Year. If you wish to receive this document electronically in the MAP Member Portal, please select Opt-In in the box below. If you do not wish to receive this document electronically, please select Opt-Out below. If the Opt-Out is selected, the 1095-C will be sent by regular mail to the address you have listed with the State Employee Health Plan.

Electronic Communication

Confirm/update contact information – phone, email, and address. Click “Continue”.
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.
Select “Yes” to confirm you are in the United States on a J-1 or J-2 Visa. Click “Continue”.

The Kansas State Employee Health Plan for State Employees offers one (1) plan, Plan J, which meets the J-1 requirements. J-1 visa employees covered under the Kansas State Employee Health Plan must elect Plan J, or waive coverage and purchase medical coverage outside of the Kansas State Employee Health Plan to be in compliance with the J-1 regulations.

Complete your Medical Election. Click “Continue”.

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.

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

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

The following three slides will offer you Voluntary Supplemental Insurance Benefits: Accident, Hospital Indemnity, and Critical Illness. These are optional benefits, you can waive or elect coverage. For voluntary benefits details, please visit www.metlife.com/stateofks.

Voluntary Supplemental Accident Insurance Election

Voluntary Supplemental Hospital Indemnity Insurance Election

Voluntary Supplemental Critical Illness Insurance Election
**HealthQuest Rewards**

Participants in Plan J are eligible to participate in HealthQuest Rewards. Please select to acknowledge that employees and enrolled spouses have the opportunity to earn up to $500 each into their HSA/HRA, and to continue with your enrollment.

**Complete your Health Care Flexible Spending Account (FSA) Election. Click “Continue”**

You may set aside pre-tax dollars to cover eligible medical, prescription, vision, or dental expenses that are not covered by any other type of insurance. The account helps you budget for planned expenses such as deductibles, co-payments and prescriptions.

**Health Care FSA Election**

You may set aside pre-tax dollars to cover eligible medical, prescription, vision, or dental expenses that are not covered by any other type of insurance. The account helps you budget for planned expenses such as deductibles, co-payments and prescriptions.

Please choose your desired FSA plan below then choose the Per Paycheck amount you would like to contribute for this plan.

**Complete your Dependent Care FSA Election. Click “Continue”**

You may set aside pre-tax dollars to cover eligible work-related dependent day care expenses for children under the age of 13 or an adult unable to care for themselves.

**Dependent Care FSA Election**

You may set aside pre-tax dollars to cover eligible work-related dependent day care expenses for children under the age of 13 or an adult unable to care for themselves.

Please choose your desired FSA plan below then choose the Per Paycheck amount you would like to contribute for this plan.

<table>
<thead>
<tr>
<th>Plan Selection</th>
<th>Contribution Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Min. Contribution</strong></td>
<td>$15.99</td>
</tr>
<tr>
<td><strong>Max. Contribution</strong></td>
<td>$208.33</td>
</tr>
</tbody>
</table>

Select to Wave Coverage

Choose Your Desired Plan

Contribution Amount

Please choose the amount of your desired contribution for this plan.
Member Reminder
The State of Kansas is required to report coverage information for you to the IRS each Plan Year. This reporting must include the full LEGAL NAME as well as the Social Security Number or Individual Taxpayer Identification Number listed in MAP for you. Please review your information listed in your MAP member portal. If any information appears incorrect please click the green edit button to correct the information.

Review your elections. Click green “Save and Submit” button.

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.

Reminder - 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.