Higher Education Employee Self Service Instructions

Log into Edison at https://www.edison.tn.gov

Click “Benefits Enrollment” under “My Benefits” on the left of the page.

On the “Benefits Enrollment” page, under “Open Benefit Events” click “Select.”

1. Click “Edit” next to the plan (medical, dental, vision or optional AD&D) that you want to add or change. State employees will also see flex benefits.

2. Under “Select an Option,” click your plan choice.

3. Under “Enroll Your Dependents,” check the boxes next to the dependent’s name to cover him/her.

4. Click “Continue” to confirm your option. If you select the Partnership PPO, read the Partnership Promise and click “OK.”

5. You will see a summary of the options you selected. To make changes, click “Discard Changes.” If no changes, click “Update Elections.”

Once you have made all of your changes, click “Submit” on the “Benefits Enrollment” page.

If adding dependents, upload any documents that you need to submit, then click the “Finished Uploading, Continue to Next Step” link.

You must choose if you want your confirmation by mail or email. Make any changes needed. Click “Submit.”

Don’t Wait — Enroll early! You can make changes throughout AEETP. Changes must be submitted by 11:59 p.m. (Central) November 1.

To Add Dependents

1. You may add dependents in the medical, dental and vision sections. Look for the “Enroll Your Dependents” section. Click “Add/Review Dependents” to add a dependent.

2. Add the dependent’s personal information and click “Save,” then “OK” on the next screen.

3. To add additional dependents, click “Add a Dependent” on the Enrollment Dependent/Beneficiary Summary page. When done, click “Return to Event Selection.”

4. Click the “Enroll” boxes under “Enroll Your Dependents.” Then click “Update Elections.”

5. To add a dependent to dental or vision, click on the “Enroll” boxes under “Enroll Your Dependents.”

6. You will see an “Action Needed” page. Click “Update Elections” to add dependent verification.

7. You can upload your dependent documentation into ESS. Scan your document and click “Upload Documents.” Click “Browse,” find the file and upload. You can upload as many documents as needed. When complete, click “Finished Uploading, Continue to the Next Step.”

8. If faxing hard copies, send to 615.741.8196 and include your name and employee ID (found on the front of your Caremark card) on each page. Click “Finished Uploading, Continue to Next Step.”

There is a link to a list of acceptable documentation on the ESS “Upload Dependent Verification Documents” page and the Benefits Administration website.

All dependent verification documents must be received by November 1.

User ID and a temporary password will be mailed to your home address. If you did not receive this or are having trouble logging in, please call Benefits Administration at 1.800.253.9981, option 3.