

# 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 Overview**

Member & Family | Benefits | Mid-Year Benefit Changes | Enrollments & Events | Forms | Billing | Documents | Payment History

### Member & Family Information

Add and Edit Family Members

Family Member (click to view)	Relationship	On Benefits	Eligible
[Redacted]	Employee	No	Yes

[Add Family Member](#)

Employee ID	[Redacted]
Gender	Female
Marital Status	Single

[Edit Your Information](#)

Navigate to Enrollments & Events tab, then click “Launch Enrollment”

**Account Overview**

Member & Family | Benefits | Mid-Year Benefit Changes | **Enrollments & Events** | Forms | Billing | Documents | Payment History

### Enrollments

Active Enrollments

All enrollments available to you will appear in the list to the right. You may change your elections at any time, and as often as needed, while the enrollment period is open.

If you have any questions regarding your benefits or the elections available to you, please contact the State Employee Health Plan at [kdhe.sehpmembership@ks.gov](mailto:kdhe.sehpmembership@ks.gov).

Enrollment	Opens	Closes	Action
2020 State of Kansas Active Initial Enrollment - 24 Deduction Cycles	August 23rd, 2020	September 21st, 2020	<a href="#">Launch Enrollment</a>

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 "Enrollment Has Been Submitted," elections have been received by SEHP.

2020 State of Kansas Active Initial Enrollment - 24 Deduction Cycles		2019 State of Kansas Active Open Enrollment - 24 Deduction Cycles	
Status	Enrollment Has Been Submitted	Status	Not Yet Submitted
Enrollment Begins	August 23rd, 2020	Enrollment Begins	October 1st, 2018
Enrollment Ends	September 21st, 2020	Enrollment Ends	October 31st, 2018

For your initial enrollment, you will have no previous elections to display on the Welcome screen. During open enrollment, at the bottom of the Welcome screen, your current elections are listed, including the member semi-monthly cost for each coverage type. If you wish to make the same elections for next year, you should make note of these coverage options.

Current Benefits		
<b>Medical</b> Blue Cross Blue Shield Plan N	<b>Member Only</b> [REDACTED] (Employee)	\$2.50
<b>Dental</b> Delta Dental	<b>Member Only</b> [REDACTED] (Employee)	\$6.30
<b>Vision</b> Surency Vision Basic	<b>Member Only</b> [REDACTED] (Employee)	\$1.98
<b>Healthcare FSA</b>	Coverage Waived	\$0.00
<b>HSA Single</b> Health Savings Account Employee Contribution-Single	Per Paycheck Contribution: \$0.00	

Before entering the enrollment portal for the first time, you will see the following message display beside current benefits. Once your elections have been completed, the most recent completed enrollment will be displayed in this pane. During open enrollment, you are able to complete the enrollment process as many times as necessary before the end of Open Enrollment, but all elections must be made each time (i.e., to add vision coverage to previously elected medical coverage, both medical and vision must be elected on the next enrollment). During your initial enrollment, once your elections are made the portal will close for processing.

**Pending Elections**

You have not yet made any elections for this enrollment.

[Make Your Elections](#)

The next screen is for Electronic Communication Consent. If you choose to Opt-In you will receive your Form 1095 online through MAP; if you choose Opt-Out you will receive a paper copy of your Form 1095 in the mail at the address you have listed in MAP.

The screenshot shows a web form titled "Electronic Communication Consent". The text explains that the Affordable Care Act (ACA) requires the State of Kansas to make Form 1095-C available by the IRS deadline each year. It states that if you opt-in, you will receive the document electronically in the MAP Member Portal, and if you opt-out, you will receive it by regular US Mail. A green arrow points to the text "Most people choose to Opt-In. Please consider going green and Opt-In." Below this is a dropdown menu labeled "Electronic Communication" with "Opt-In" selected. A green "Continue" button is at the bottom right, and a red "Leave Without Saving" button is at the bottom left.

The next several screens of the enrollment portal will ask you to verify contact information. Carefully confirm that all information is correct, as new cards, plan documents, and other critical information will be sent to members using this contact information.

The SEHP opened the HealthQuest Health Center in Topeka, KS for primary care medical services. On this screen, indicate if you live in the Metro Topeka area.

The screenshot shows a web form titled "Metro Topeka Indicator". At the top, there is a breadcrumb trail: "Here's where we're at in enrollment > Current Benefits Review > Electronic Communication Consent > Phone Number > Email Address > Physical Address > Metro Topeka Indicator". The text explains that the State Employee Health Plan (SEHP) has partnered with Marathon Health to operate the HealthQuest Health Center (HQHC) located at 901 S. Kansas Ave. in downtown Topeka. It describes Marathon Health as a different kind of healthcare company that partners with employees and their families to take control of their own health. The HQHC offers a cost-effective, high-quality, and convenient primary medical care option. The text concludes by asking for assistance to indicate if you live or work in the metro Topeka area. Below this is a dropdown menu labeled "Metro Topeka" with "Yes" selected. A green "Continue" button is at the bottom right, and a red "Leave Without Saving" button is at the bottom left.

You will have the option to pay premiums on a before-tax or after-tax basis. The majority of members elect before-tax to take advantage of tax incentives and increased take-home pay. However, members who elect after-tax premiums can end coverage or remove dependents mid-year without a qualifying event.

Here's where we're at in enrollment > Current Benefits Review > Electronic Communication Consent > Phone Number > Email Address > Physical Address > Metro Topeka Indicator  
Tax Status Selection

### Tax Status Selection

You have the option to have your health benefits deducted from your paycheck on a before tax (pre-tax) or after tax basis.

- Before Tax or Pre-Tax means your medical/dental/vision premiums will be deducted before your taxes are calculated, reducing your federal, state and Social Security taxes.
- After Tax means that federal, state, and other taxes are deducted before any medical/dental/vision insurance premiums are paid.

**Most people choose Before Tax.**

Please choose your preferred Tax Status.

Tax Status

[Continue](#)

[Leave Without Saving](#)

You will be asked to confirm whether you are in the United States on a J-1 or J-2 visa. Due to insurance coverage requirements for individuals who are in the United States on a J-1 or J-2 visa, only Plan J is available to these individuals.

### J1-J2 Visa Status



important note: The State Employee Health Plan offers one (1) plan, Plan J, which meets the J-1 requirements. J-1 Visa employees covered under the 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.

Are you in the United States under a J1 or J2 Visa? (This is not common)

**If you are a US citizen select No.**

**If you are a foreign born resident in the United States using a visa other than J1 or J2, select No.**

J1 or J2 Visa

[Continue](#)

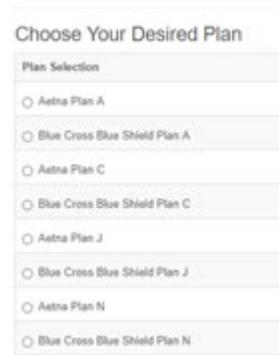
[Leave Without Saving](#)

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

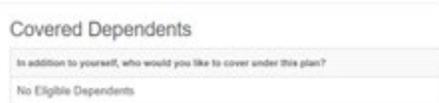
1. The option to Waive Coverage appears at the top of the options as a checkbox highlighted in yellow.



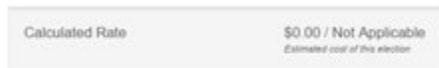
2. Plan options, if applicable for the coverage type, are listed as radio buttons. Only one can be selected.



3. Dependents, if any have been added as family members, will appear as checkboxes. Any or none can be selected for each coverage type. For a dependent to be eligible for coverage, the employee must also elect that coverage. Each coverage type is offered and can be elected as a standalone option.



4. The calculated rate will update to reflect coverage options and dependents selected.



5. If additional information is included about the coverage or plan options, it will be shown in the grey box above coverage options.

You'll complete each election and click "Continue" to move on to the next election screen. If you enroll in Plan C or Plan N, you will be prompted to elect either an HRA or HSA after the Medical Election screen. If you enrolled in either of those plans, enrollment in an HRA/HSA is not optional.

**Before submitting final enrollment elections, review all elections options and make certain that the correct covered dependents are listed for each election. Make sure you click to submit your elections.**

### Review and Submit

Please review your pending election statement and make sure you have elected the appropriate benefits for you and any family members you wish to cover.

If you wish to make any changes, you can return to any page by clicking on the page link listed at the top of this screen. Do not use the back button on your browser!

Please note, if you have elected an HSA or HRA, the employer contribution and HealthQuest Rewards will show \$0 until the payroll cycle in which the contribution is made. Please review your paycheck for the amounts when awarded.

Your discount status is effective as of 01/01/2022 using the most recently reported status from HealthQuest. If you have recently completed wellness activities, they may not have been reported yet. This enrollment portal will be periodically updated when new information is available.

**No changes will be allowed after 01/01/2022 without a qualifying event!**

Premium Incentive Discount Status: Qualified

Elections		
Medical Actna Plan C	Member Only [REDACTED] (Employee)	\$15.20
Dental Delta Dental	Member Only [REDACTED] (Employee)	\$6.60
Vision Avesis Basic	Member Only [REDACTED] (Employee)	\$1.44
Healthcare FSA	Coverage Waived	\$0.00
HSA Single Health Savings Account Employee Contribution-Single		Per Paycheck Contribution: \$50.00
Dependent Care FSA	Coverage Waived	\$0.00
HSA Employer Contribution Health Savings Account Employer Contribution-Single		Per Paycheck Contribution: \$0.00
HSA Employer Contribution HealthQuest HSA Rewards		Per Paycheck Contribution: \$0.00
Voluntary Supplemental Insurance	Coverage Waived	\$0.00
Voluntary Supplemental Insurance	Coverage Waived	\$0.00
Voluntary Supplemental Insurance	Coverage Waived	\$0.00

**CLICK HERE TO SUBMIT YOUR ELECTIONS!**

A Pending Elections Statement will then be displayed as confirmation that your complete enrollment has been submitted. This statement will also be sent to the primary email contact in MAP. If you do not see the below Pending Elections statement at the end of your enrollment and receive the email, you have not completed your enrollment.

### Enrollment Complete

Pending Election Statement 1 / 2

**Pending Elections Statement**

Tianna Jean Gosch  
S0000069501

For [REDACTED]

Please note that this statement is for your records only. You DO NOT need to mail-in this statement or take any further action.

Note: During open enrollment, some members may find that some coverage options show \$0.00 cost on their confirmation. This can be due to pending HealthQuest premium deductions and/or HealthyKids application status. By the end of open enrollment, the correct rates should display in MAP when you review your benefits.