

# Instructions for Logging on to ERS for Annual Enrollment

1. Go to <http://www.ers.state.tx.us/>
2. Click on the brown "My Account Login" button in the upper right corner.
3. Click on the brown "Proceed to Login" button on the left of the page just below My Account Login.
4. If you have an account you will enter your username / password, then click the yellow "Sign In" button.
5. If you do not have an account click on the yellow "Register" button in order to create a user name and password.

**ERS OnLine**  
ERS OnLine is a system that allows you to manage your benefits administrated by ERS.

**User Login**

Username:

Password:

If your screen displays overlapping text as you navigate ERS OnLine, you may be using the latest Internet Explorer version: IE10. If this happens to you, please [\(Click Here\)](#).

**Sign In**

[Forgot Username?](#) [Forgot Password?](#)

**Not Registered?**

Registered users can easily manage their State of Texas benefits online.

- ◆ View Retirement Account Balance
- ◆ View ERS State Service Credit
- ◆ Manage Insurance Benefits
- ◆ Manage Address, Phone, Email
- ◆ Retirees Can View Annuity Paystub
- ◆ And much more...

Click Register to Begin

**Register**

6. Once you are registered and signed in you will click on "Benefits Enrollment" which is located at the top right corner of the screen under "My Insurance Information."

**Member Home Page**

**My Personal Information**  
[Name](#)  
[Addresses and Eligibility Basis](#)  
[Email Address and Password](#)  
[Phone Numbers](#)

**My Beneficiaries**  
[Beneficiary Summary](#)

**My Retirement Information**  
[Account Balance Summary](#)  
[Retirement Estimate](#)  
[Statement of Retirement Benefits](#)

**My Insurance Information**  
[Family Status Change](#)  
[Post-Hire Change](#)  
[Election Update](#)  
[Benefits Enrollment](#)  
[Benefits Summary](#)  
[Tobacco User Certification](#)  
[Annual Out-Of-Pocket Premiums](#)

**Power of Attorney Information**  
[Power of Attorney](#)

7. Click the yellow "Select" button to begin annual enrollment and to certify your tobacco use.

**Benefits Enrollment**

Your coverage can only be changed during Annual Enrollment or if you have a qualifying life event during the year.

To begin your enrollment, click the yellow **Select** button.

Note: Some events may be temporarily closed until you have completed enrollment for the open event below.

Open Benefit Events				
Event Description	Event Date	Event Status	Job Title	
Annual Enrollment	09/01/2013	Open	State of Texas	<b>Select</b>

Once you click Select, it will take a few seconds for your benefits enrollment information to load.

8. Click the yellow "Edit" button next to the benefits you would like to change. If you add yourself or a dependent on to the Medical Plan you must certify Tobacco Use. Click on the yellow "Edit" next to Tobacco User Certification to certify you and/or your dependent's tobacco use.

Annual Enrollment is an opportunity to change your coverage elections. This year, re-enrollment in TexFlex is automatic unless you make a change during Annual Enrollment.

You will be able to review each coverage cost on the Enrollment Summary.

**Important:** The 'New' selection shown in the Enrollment Summary below reflects the September 1st coverage or the coverage you will have after your waiting period and is your online confirmation of elections.

**Submit** Click **Submit** to store your Annual Enrollment elections.

[Benefit Information](#)

Enrollment Summary			
		Before Tax	After Tax
<b>Edit</b>	<b>Medical</b>		
Current:	HealthSelect In-Area:You Only		
New:	HealthSelect In-Area:You Only	0.00	
<b>Edit</b>	<b>Tobacco User Certification</b>	Before Tax	After Tax
Current:	Certified as Non-Tobacco User		
New:	Certified as Non-Tobacco User		0.00
<b>Edit</b>	<b>Dental</b>	Before Tax	After Tax
Current:	State of Tx Dental Choice Plan:You Only		
New:	State of Tx Dental Choice Plan:You Only	23.58	
	<b>Life</b>	Before Tax	After Tax

9. After you complete all changes click the "Submit" button to store changes.

10. For assistance call ERS at 1-866-399-6908