Erisa Administrative Services, Inc
Enrollment Message
January 2019
New Mexico Tech
Supportive documentation for proof of dependency is waived for dependent enrollment for currently enrolled Active employees.
Online Enrollment Employee

https://nmpsiaonline.nmpsia.com/

- Make elections online (one online enrollment allowed prior to 1/1/19)
- Verify accuracy of your data
- Corrections and changes need to be reported to Human Resources and require you to submit a Change Card
Benefits are effective January 1, 2019

Enrollment Period
• September 13th through October 12th
  • Active employees currently enrolled in benefits (new hires)
  • Eligible Active employees not enrolled in benefits
    • Enrollment must be on a paper enrollment form
    • You will be required to provide proof of dependency for any dependent enrollment
  • Retirees currently enrolled in benefits

Payroll Deductions
• Review the rate schedules provided
• Consult with Human Resources

Once Enrolled
• Receive a Confirmation of Enrollment
  • Verify information
  • Report any discrepancies to Human Resources for instructions
• Eligibility to the carriers will begin on November 16, 2018
• Id cards will follow 7-10 business days after we forward your information
  • Medical and Rx coverage are two separate Id cards
  • Dental cards
After January 1st

- Review pages 7-15 of your NMPSIA Program Guide
- Qualifying events must be reported within 31 days to Human Resources to complete the appropriate forms and provide supportive documentation
  - Birth
  - Marriage
  - Adoption or placement of a child
  - Incapacity of a covered child
  - Legal guardianship of a child
  - Divorce
  - Involuntary Loss of Coverage
  - Death
  - Address, phone or email change

October 2019 Events

Open Enrollment - add benefits and/or eligible dependents
  - Medical
  - Dental
  - Vision

Switch Enrollment
  - Medical - Switch carriers or plans
  - Dental - Switch plans

Any NMPSIA scheduled premium rate changes
Thank you very much for your time

If you have any questions don’t hesitate to contact us at:

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