

## Navigating the ERS website: [www.ers.texas.gov](http://www.ers.texas.gov)

On the ERS home page, click on **My Account Login** on the top right to enroll and set up online access.

1. Click on **Register Now** to set up your account or **Proceed to Login** if you have already registered.
2. The first time you log in you will need to Register.
3. From the Member Home Page once you are registered:
  - a. When your life insurance is effective, click on 'beneficiary summary'.
    - i. Follow the instructions to add or change a beneficiary.
  - b. Click on 'Benefit Summary' to review your coverage at any time.
  - c. Click on 'Benefits Enrollment' to make changes during summer enrollment.

*NOTE: Contact Human Resources to change your personal information.*

The screenshot shows the 'Member Home Page' with several sections and links. A yellow arrow points from 'Benefits Enrollment' in the 'My Insurance Information' section to 'Beneficiary Summary' in the 'My Beneficiaries' section. Another yellow arrow points from 'Benefits Enrollment' to 'Benefits Summary' in the 'My Insurance Information' section. A red box with a white border contains the text: '\*Disregard this section. This does not apply to our retirement plans.\*' and is positioned over the 'My Retirement Information' section.

**Member Home Page**

- My Personal Information**
  - [Name](#)
  - [Addresses and Eligibility Basis](#)
  - [Email Address and Password](#)
  - [Phone Numbers](#)
- My Insurance Information**
  - [Family Status Change](#)
  - [Post-Hire Change](#)
  - [Election Update](#)
  - [Benefits Enrollment](#)
  - [Benefits Summary](#)
  - [Tobacco User Certification](#)
  - [Annual Out-Of-Pocket Premiums](#)
- My Beneficiaries**
  - [Beneficiary Summary](#)
- My Retirement Information**
  - [Account Balance](#)
  - [Retirement Statement](#)
  - [Benefits](#)
- Commuter Spending Account**
  - [Commuter Spending Account](#)
- Power of Attorney Information**
  - [Power of Attorney](#)

From the ERS home page you can access the following by clicking on **Active Employees** at the top.

**Health Benefits**—Includes links to...

HealthSelect and Consumer Directed HealthSelect:

- Link to the BlueCross BlueShield website
- Enroll and set up your account
- Print a temporary card
- View Explanation of Benefits
- Find a doctor or provider

Basic Term Life

Prescription Drugs

- Link to Optum RX site
- Mail order information
- Pharmacy locator

Rates

Wellness Benefits

Tobacco Policy

Opt-Out Credit

### **Optional Add-On Benefits**—includes links to...

Dental Coverage

- Humana DHMO
  - Find a Dentist in the network
- State of Texas Dental Choice Plan
- Dental Discount Plan
- Dental Comparison Chart

Vision Insurance

Optional Life Insurance

Dependent Term Life

AD&D

Short & Long Term Disability

TexFlex

Discount Purchase Program

### **Employee News**

Sign up to receive employee news alerts and updates.