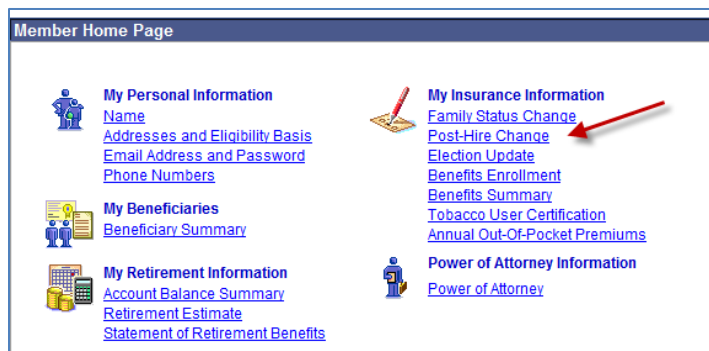


## Instructions for Logging On to ERS

1. Go to <http://www.ers.state.tx.us/login/>
2. Click on the green “CHANGE” button in the center of the page next to “Recent Life Event,” login and enter the family status change.
3. Click on the yellow “Register” button in order to create a user name and password.
4. After you register and sign in, click on “Post-Hire Change” located at the top right of the screen under “My Insurance Information.”



5. After clicking “Post Hire Change” you will need to click the yellow schedule and prepare activity button.
6. After you have entered your elections you can check your coverage by going to the Benefits Summary. You will want to change the date to the first of the following month and click the yellow “Go” button in order to view your benefits. In order to see your health coverage, you will want to change the date to the first of the month in which health coverage begins (1<sup>st</sup> of the month following the 60<sup>th</sup> day of employment).