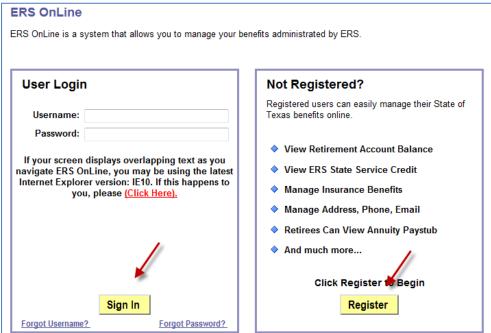
Instructions for Logging on to ERS

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.



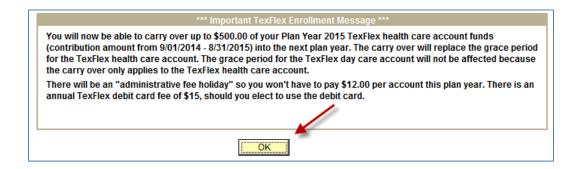
6. Once you are registered and signed in you will click on "Benefits Enrollment" which is located at the top right corner of the screen under "My Insurance Information."



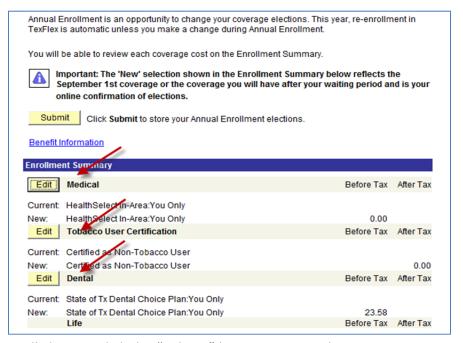
7. Click the yellow "Select" button to begin annual enrollment and to certify your tobacco use.



8. Read the new rules regarding TexFlex and click the "OK" button.



9. 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 <u>must</u> certify Tobacco Use. Click on the yellow "Edit" next to Tobacco User Certification to certify you and/or your dependent's tobacco use.



- 10. After you complete all changes click the "Submit" button to store changes.
- 11. For assistance call ERS at 1-866-399-6908