

Instructions to enroll in KEHP (State) Benefits:

- 1) Go to khris.ky.gov
- 2) If you have a user ID, but no password, click the link “Forgot/Reset Password or New User?”
 - a. Enter the required information on each tab
 - b. When your password has been reset, return to the log-in screen and enter your user ID and your newly created password.
- 3) If you do not have a user ID OR password (neither), call 888-581-8834, option 2.
 - a. When the state provides you with the new log-in information, enter the information on the log in screen.
- 4) To find out what you’re currently enrolled in for 2019, once you’re logged in, click the white box that says “Enrollment Overview”.
 - a. Write this down!
 - b. To return to the previous screen, click on the white arrow in the top left corner (between the person and the house)
- 5) To begin enrollment, click on the red box with white arrows at the top of the screen that says “Open Enrollment”.
- 6) Select “Yes” or “No” appropriately for your tobacco use declaration.
 - a. Click “Save and Continue”.
- 7) Tab 1:
 - a. Review all personal information for accuracy.
 - b. If any edits are necessary, click “Edit Personal Profile” (above tab 2).
- 8) Click Tab 2 (Dependents and Beneficiaries).
 - a. Review all dependent information for accuracy.
 - b. If any edits are necessary, click “Edit Dependents and Beneficiaries” (above tab 2).
- 9) Click Tab 3 (Health Plans)
 - a. Medical “Plan Information” Can be found at the top of the page over Tab 2, if needed.
 - b. To edit any of the three sections (Medical, Dental, or Vision), click on the corresponding blue paper to the left of the section header.
 - c. Medical: Select your desired plan option and tier level.
 - i. Check the appropriate boxes at the bottom for any spouse or dependents you want to cover on medical insurance.
 - ii. Select “Add”

- d. Dental & Vision: If you want neither coverages through the state you do not have to do anything on those two lines.
- e. If you want Dental or Vision, click on the blue paper to the left of the corresponding section header.
 - i. Select the coverage you wish to elect and check any boxes for any spouse or dependents you want covered.
 - ii. Click Add.

10) When each section on Tab 3 looks correct, click Tab 4: Flexible Spending Account.

11) If you want neither Healthcare Flexible Spending Account nor the Dependent Care Flexible Spending Account, you do nothing on this tab and move forward to Tab 5: Review and Save.

12) If you want to elect a Flexible Spending Account, (money that you contribute to the account out of your check on a pre-tax basis), click on the blue paper to the left of the section.

- a. Enter the amount you wish to elect for the YEAR in the top box.
- b. Click "Calculate" to the right of the bottom box to see the deduction amount per check.
- c. These amounts can be edited until you get the amount you want.
- d. When the amount you want is displayed, click "Add"
- e. When All information on Tab 4 displays what you want, click Tab 5: Review and Save

13) CAREFULLY review ALL information on Tab 5 for accuracy.

- a. If everything is correct, click "Save" above Tab 2.
- b. Then click link "Print Confirmation Page" in top left of page.
- c. If you do not have a way to print, you can send a screenshot of the page to yourself in e-mail or take a picture on your phone.
- d. If any information is incorrect, return to the corresponding tab and edit the information necessary.