

Local Education Employee Self Service Instructions

- > Log into Edison at <https://www.edison.tn.gov>
- > Click **"Benefits Enrollment"** under **"My Benefits"** on the left of the page.
- > On the **Welcome to Employee Self Service** page under **"Open Benefit Events"** click **"Select."**
- > Click **"Edit"** next to the plan (**medical, dental or vision**) that you want to add or change.
- > Under **"Select an Option,"** click your plan choice.
- > Under **"Enroll Your Dependents,"** check the boxes next to the dependent's name to cover him/her.
- > Click **"Update Elections"** to confirm your option. If you select the Partnership PPO, read the Partnership Promise and click **"Accept."**
- > You will see a summary of the options you selected. To make changes, click **"Discard Changes."** If no changes, click **"Update Elections."**
- > Once you have made all of your changes, click **"Continue"** on the **Benefits Enrollment page.**
- > If adding dependents, click on the **"Upload Documents"** link and then upload any documents that you need to submit, then click the **"Finished Uploading, Continue to Next Step"** link.
- > Next, choose if you want your confirmation by mail or email. Make any changes needed. Click **"Submit."**
- > You will be taken to a confirmation screen. Click **"OK."**
- > You can view confirmation of your selections on the **Welcome to Employee Self Service** page by logging back in and selecting **"View"** in the View/Print Confirmation Statement box.
- > Remember to keep your contact information updated in Edison.

Your User ID and a temporary password will be mailed to your home address. If you did not receive this or are having trouble logging in, please call Benefits Administration at 800.253.9981, option 3.



Don't Wait — Enroll early! You can make changes throughout annual enrollment but **changes must be submitted by 11:59 p.m. (CT) November 1.**

To Add Dependents

1. You may **add dependents** in the **medical, dental and vision sections.** Look for the **"Enroll Your Dependents"** section. Click **"Add/Review Dependents"** to add a dependent.
2. Click **"Add a Dependent"** on the **Add/Review Dependents** page.
3. Add the dependent's personal information and click **"Save,"** then **"OK"** on the next screen.
4. To add additional dependents, click **"Add a Dependent"** on the **Add/Review Dependents page.** When done, click **"Return to Event Selection."**
5. Click the **"Enroll"** boxes under **"Enroll Your Dependents."** Then click **"Update Elections."**
6. To add a dependent to dental or vision, click on the **"Enroll"** boxes under **"Enroll Your Dependents."**
7. You will see an **Action Needed page** after clicking **"Continue"** on the **Benefits Enrollment page.** Click **"Continue"** to add dependent verification.
8. You can upload your dependent documentation into ESS. Scan your document and click **"Upload Documents."** Click **"Browse,"** find the file and upload. You can upload as many documents as needed. When complete, click **"Finished Uploading, Continue to Next Step."**
9. If faxing hard copies, send to **615.741.8196** and include your name and employee ID (found on the front of your CVS/caremark card) on each page. Click **"Finished Uploading, Continue to Next Step."**



There is a link to a list of acceptable documentation on the ESS **"Upload Dependent Verification Documents"** page and the Benefits Administration website (tn.gov/finance/ins).

All dependent verification documents must be received by November 1.