### **ERS Benefits Online**

You can register your account from the ERS of Texas home page at www.ers.state.tx.us.

Click on 'Register Now' in the green box under Not Registered.

# My Account Login



### What can I do in ERS On Line?

### Employees (Current and Former)

#### Personal Data

- <u>Update your contact information</u>
- Request a power of attorney

#### Insurance and Related Benefits

- <u>Learn which Texas Employees Group Benefits Program</u> (GBP) plans you and your family are eligible for
- Certify tobacco use or non-use
- Update your eligibility basis
- Update your beneficiaries

#### Retirement Benefits (if applicable)

- Create a State of Texas Retirement estimate
- Enroll in Texa\$aver or change your contribution

#### Retirees

#### Personal Data

- <u>Update your contact information</u>
- Request a power of attorney
- Request a power of attorney
- Change retiree newsletter mail options

#### Insurance and Related Benefits

- <u>Learn which Texas Employees Group Benefits Program</u> (GBP) plans you and your family are eligible for
- Certify tobacco use or non-use
- Update your eligibility basis
- Update your beneficiaries

#### Monthly Annuity (if applicable)

- Manage your annuity payments
- View and print your 1099-Rs



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	,,,			* Required Fields	
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Usernames are permanent and may not be		*Co	onfirm Password:		
	ne registration process is				
omplete.					
Username must be between 8 and 28 characters.		•	Password must contain at least one letter.		
Username must include at least one letter.		•	Password must contain at least one special character.		
Username must not include more than four numbers.		•	Password must conta	ain at least one number.	
Username must not include spaces, commas, or special characters other than @, ., -, and			<ul> <li>Password must be at least 9 characters long.</li> </ul>		
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### **User Account Registration**



## Review, Confirm, and Accept

Confirm the Username is correct and accept the Terms of Use to complete the ERS OnLine registration process.

#### Username:

#### Edit Username

Usernames are permanent and may not be changed later once the registration process is complete.

#### Terms of Use

You are about to access a computer network belonging to the Employees Retirement System of Texas (ERS). This network is for authorized users only and usage may be subject to security testing and monitoring. By accessing this network, you are consenting to such monitoring. Unauthorized use or accessing the system for other than its intended purposes is prohibited and subject to prosecution under applicable laws. Users should have no expectation of privacy except as otherwise provided by applicable privacy laws. ERS OnLine is a secure environment where your personal account data is encrypted when sent to your browser for display; standard graphics and text are not encrypted. Depending on your browser settings, you may see messages about secure and unsecure data when using ERS OnLine. If you wish to change your browser security settings to prevent these messages, you can generally use "Tools/Options" in your browser toolbar. For more details, check the "Help" feature in your browser toolbar.

✓ I accept these terms of use.

Click Register to create your user account or Back for the previous step.

#### Cancel

### Congratulations,

You have completed the account registration process for ERS OnLine. Your new Username is:

Here are some of the things you can do with ERS OnLine:

- View and change your personal contact information
- Manage your insurance benefits
- View your ERS retirement account balance
- View your ERS state service credit
- Request and view your retirement benefits statement
- View, change, or add your beneficiaries
- And much more...

Sign in using your new Username



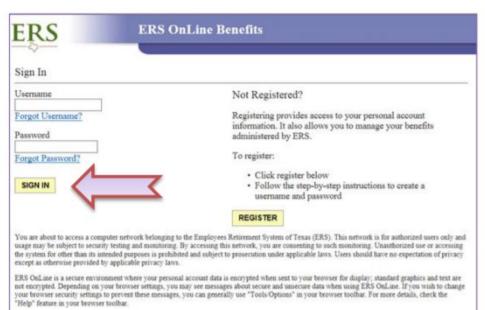


Click 'Register' to create your user account.

Once you have completed the registration process, you can use your online account to access your benefits 24/7.

Click 'Sign in using your new Username' to go back to the ERS Online login screen.

### Visit the ERS Online login screen at www.ers.state.tx.us/login and sign in to your online account.



Once you are signed into your ERS
Online account, you will see the
Member Home Page, shown below.

### **Click on Post-Hire Change.**



Employees can do several things from their Member Home Page:



### My Personal Information

Employees change their personal information from these links

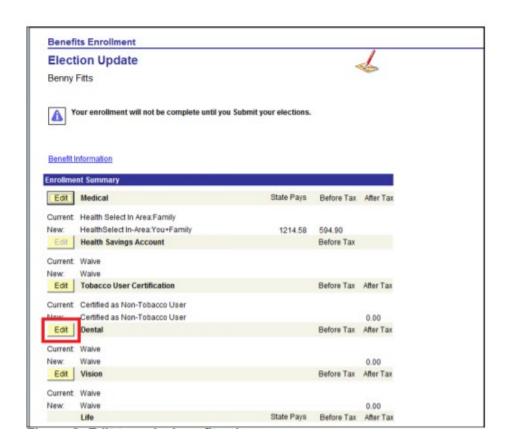
#### Name

Employees can update their name.

#### **Address and Eligibility Basis**

Employees can update their address and Eligibility Basis (resident county).

## Follow the steps on the screen until you submit your changes.





Important: Your enrollment will not be complete until you Submit your elections.

Submit Click Submit to send your final elections.

#### Benefit Information

Enrollme	nt Summary			
Edit	Medical	State Pays	Before Tax	After Tax
Current:	Scott & White Health Plan:You+Spouse			
New:	HealthSelect In-Area:You+Spouse	904.56	330.24	
Edit	Tobacco User Certification		Before Tax	After Tax
Current:	Certified as Non-Tobacco User			
New:	Certified as Non-Tobacco User			0.00
Edit	Dental		Before Tax	After Tax
Current:	State of Tx Dental Choice Plan:You+Spouse			
New:	State of Tx Dental Choice Plan:You+Spouse		48.56	
	Life	State Pays	Before Tax	After Tax
Current:	Basic Life: \$5,000			
Maur	Dagia Life: EE 000	0.00	0.00	

### Verify your selections in Benefits Summary.



NOTE: If you complete a post-hire change, online elections will begin the first of the next month.

If you have questions please contact the Office of Human Resources at 409-880-8375 or <a href="https://example.com/hr@lamar.edu">hr@lamar.edu</a>