How to Enroll

Note before you proceed:
If you are planning to select the **Cross Reference Payment Option**, read the following guidelines before you begin the *Step-by-Step Instructions*:

A. If you are a TRS retiree cross-referencing with an active employee or TRS retiree, the primary planholder will enroll first and make health insurance elections for the entire family, and if allowable, enroll in an optional Flexible Spending Account, dental, vision or life insurance coverage. After the primary planholder enrolls, the secondary planholder, if allowable, can enroll in any optional benefit such as a Flexible Spending Account, dental, vision, or life insurance coverage. Follow the *Step-by-Step Instructions* below.

B. If you are a TRS retiree who is cross-referencing with a KPPA retiree:
   - the TRS retiree will use the *Step-by-Step Instructions* below to enroll.
   - the KPPA retiree will use KPPA's START system to enroll.

C. If you are a TRS retiree who is cross-referencing with a KCTCS employee or retiree:
   - The TRS retiree will use the *Step-by-Step Instructions* below to enroll.
   - the KCTCS employee or retiree will use the KCTCS system to enroll.

KHRIS Compatibility and Passwords
Open a browser. KHRIS works best with the following: Microsoft Internet Explorer version 11* or higher and Windows Edge, Chrome**, Safari (tablets and Mac), Android Internet**, Firefox**, Apple IOS

*Internet Explorer 11 users may need to include KHRIS.ky.gov as a trusted site. To do so follow this path. Open Internet Explorer 11 > Click Tools > Click Internet Options > Click the Security tab > Click on Trusted Sites > Click the Sites button > Type KHRIS.ky.gov then click the Add button > Close all windows and the browser then try again.
**May experience limited KHRIS functionality

Step-by-Step Instructions
1. *Enter: KHRIS.ky.gov*
2. *Your KHRIS User ID can be retrieved by clicking the Forgot KHRIS User ID link.*
3. *When you log in for the first time, you must select the Forgot/Reset Password or New User link to set a password on your account.*

Current KHRIS ESS User
1. Type your KHRIS User ID and Password.
2. Click LOG IN.
3. Review the User Security Agreement (this will display if it is your first time logging in to KHRIS ESS in 2022).
4. Click I HAVE READ AND UNDERSTAND.
5. Click OPEN ENROLLMENT.

New KHRIS ESS User
1. Click the Forgot/Reset Password or New User/Reset Link.
2. KHRIS User ID — Type your current KHRIS User ID.
3. Click VALIDATE.
4. For security purposes, you must provide the following information:
5. Click AUTHENTICATE.
6. If your information has been validated, the Password Requirement screen displays.
7. Enter a password that you create in the New Password field and confirm the password by entering again in the Confirm Password field.
8. Click SAVE.
9. Click RETURN TO KHRIS LOGON.
10. Type your KHRIS User ID and the Password you just created.
11. Click LOG IN.
12. Review the User Security Agreement.
13. Click I HAVE READ AND UNDERSTAND.
14. Click OPEN ENROLLMENT.

KEHP Tobacco Usage Declaration
1. Review the Tobacco Usage Declaration.
2. Answer Yes or No.
3. Click Save and Continue.

How to Enroll

Steps for Open Enrollment in KHRIS ESS.

STEP 1: Personal Profile

1.   Review your personal data.
2.   Click EDIT PERSONAL PROFILE to change your personal data.
3.   Click NEXT.

STEP 2: Dependents and Beneficiaries

1.   Click EDIT DEPENDENTS AND BENEFICIARIES to review/change your family members/dependents.
2.   NOTE: Adding members at this step does not automatically add them to your insurance plan, which is in the next step. All dependents must have SSN and Date of Birth to attach them to a health plan.
3.   Click NEXT.

STEP 3: Benefit Plans

1.   Click the pencil or paper icon under Actions to Enroll in a Health Plan or Waive Coverage. Your eligible health plan options and waiver options will display. NOTE: Your 2022 plan will display in blue. Use the scroll bar on the right of the Select a Medical Plan window to scroll down.
2.   Select a plan by clicking the round button next to your plan choice.
     If you selected Couple, Parent-Plus or Family coverage, you must select your dependents to add to the Health Plan or Waiver. NOTE: If the dependent is not displayed, go back to step 2 to add.
3.   Once you have selected a Health Plan or Waiver option and if necessary, selected your dependent(s), click ADD.
4.   Click NEXT.

STEP 4: Review and Save

This step displays all your elections for Plan Year 2023; if you are satisfied with your plan elections, click SAVE. Once you click save, this message will display: Congratulations! You have successfully enrolled in the 2023 plan year.

At this time, you are strongly encouraged to print or save your confirmation statement by clicking PRINT CONFIRMATION STATEMENT.

The confirmation page will open as a .pdf document and you can choose to print or save a copy by clicking the printer or disk icon located at the top of the benefits confirmation page.