

OPEN ENROLLMENT is OCTOBER 6, 2025 through OCTOBER 24, 2025

Save this letter. It contains the KHRIS User ID that you will need to enroll.

<EMPLOYEE FIRST NAME> <EMPLOYEE LAST NAME>
<ADDRESS 1>
<ADDRESS 2>
<CITY>, <STATE> <ZIP CODE>

Who to Call for Help

<IC tagline>

Open Enrollment Hotline

502-564-6534 or 888-581-8834

Mon, Oct. 6 – Fri, Oct. 10: 7:30 a.m. to 4:30 p.m.
Mon, Oct. 13 – Fri, Oct. 17: 7:30 a.m. to 6:00 p.m.
Mon, Oct. 20 – Fri, Oct. 24: 7:30 a.m. to 8:00 p.m.
(All times are Eastern Time)

How to Enroll

- ✓ Go to KHRIS.KY.GOV to log in to the KHRIS Employee Self-Service (ESS).
- ✓ Enter your KHRIS User ID and your password.
 - If you do not remember your password, you can easily reset it on the KHRIS login screen.

KHRIS User ID: <Employee User Name (Key)>
<SPuser>

<Organiza
tional Unit
>

Kentucky Employees' Health Plan
501 High Street, 4th Floor
Frankfort, Kentucky 40601

<Date>

Dear <EMPLOYEE FIRST NAME> <EMPLOYEE LAST NAME>:

The time is here to make important decisions regarding your insurance and other benefits! Open Enrollment for 2026 is from **October 6 through October 24, 2025.**

You are not required to re-enroll in health insurance for 2026, but we encourage you to review your plan options and ensure the plan you currently have still meet your needs. If you do not enroll during the Open Enrollment period, you will remain in the same health insurance plan options and coverage level as you have in 2025. Enrolling is easy! Go to **KHRIS.ky.gov**, click on Open Enrollment, and start the process.

Important Cross-Reference Information

Cross-Reference Payment Option: The primary planholder must enroll through KHRIS ESS first and make health insurance elections for the whole family. Once the primary planholder has completed enrollment and logged out of KHRIS ESS, the secondary planholder can enroll in their secondary plan as well. If either planholder is an active employee, they may also elect optional dental and/or vision coverage and, if their agency participates, a flexible spending account (FSA). If you wish to start or end your cross-reference payment option, both planholders must complete a paper application, which can be found at **KEHP.ky.gov** or **TRS.ky.gov**.

TRS Retiree Cross-Referenced with KPPA Retiree: TRS retirees will enroll in KHRIS ESS. All KPPA retirees will enroll in the KPPA START system.

TRS Retiree Cross-Referenced with KCTCS Employee or Retiree: TRS retirees will enroll in KHRIS ESS. All KCTCS employees and retirees will enroll in the KCTCS system.

Franklin County	Pike County	Hopkins County	Daviess County	Boone County	Russell County	Fayette County
Wed., October 1	Thur., October 2	Wed., October 8	Thurs., October 9	Mon., October 13	Tues., October 14	Wed., October 15 & Thurs., October 16
KY State Office Bldg. 501 High Street, Frankfort, KY 40601	Pike Co. Central High School Cafeteria 100 Winners Circle Dr. Pikeville, KY 41501	Hopkins County Career & Tech Center 1775 Patriot Dr. Madisonville, KY 42431	Owensboro Board of Education 450 Griffith Ave. Owensboro, KY 42301	Gateway Community & Technical College CAM Building, Convening Center, Room B123 500 Technology Way Florence, Ky 41042	Natatorium Complex Auditorium 2167 South US-127 Russell Springs, KY 42642	Steam Academy 1555 Georgetown Rd. Lexington, KY 40511
8:00 a.m. to 6:00 p.m. EST	2:00 p.m. to 6:00 p.m. EST	2:00 p.m. to 6:00 p.m. CST	2:00 p.m. to 6:00 p.m. CST	2:00 p.m. to 6:00 p.m. EST	2:00 p.m. to 6:00 p.m. CST	3:30 p.m. to 7:30 p.m. EST