

NMPSIA Online Benefit System

Bloomfield Schools participates in the New Mexico Public Schools Insurance Authority (NMPSIA) employee benefit program. NMPSIA has an Online Benefit System website that allows covered employees to review, update, or change their benefit enrollment information. This website is available to any employee who has had the Basic Life Insurance enrollment process completed for them by a member of our Benefits Department. As an employee eligible for benefits through NMPSIA's employee benefit program, you can access this website to perform transactions like:

- Update address and other contact information
- See what benefits and coverage you are enrolled in
- Change enrollment (requires HR approval)
- Review or change beneficiary information

Appearing below are instructions for accessing NMPSIA's Online Benefit System.

NMPSIA's Online Benefit System can be accessed by clicking this [link](https://nmpsia.com) or from NMPSIA's website (<https://nmpsia.com>) by selecting the **Members** menu tab at the top of the screen and choosing the **NMPSIA Online Benefit System** option.

1. Choose the **Employee Login** option.



Figure 1: Online Benefit System Sign In Screen

2. Review and accept the disclosure information shown on your screen.

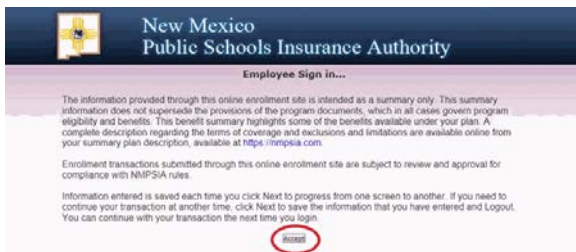


Figure 2: Online Benefit System Disclosure Information

3. Select an option to sign in with your HIPAA ID number or Social Security Number. Your HIPAA ID number is an internal ID number assigned to you by NMPSIA's Eligibility Administrative Office and appears on the top right corner of any Confirmation of Enrollment statement.



Figure 3: Online Benefit System Employee Sign In Screen

4. Select the **Dist ID** field and type the name of your school district, educational entity, employer, or choose your employer from the alphabetical drop down list.

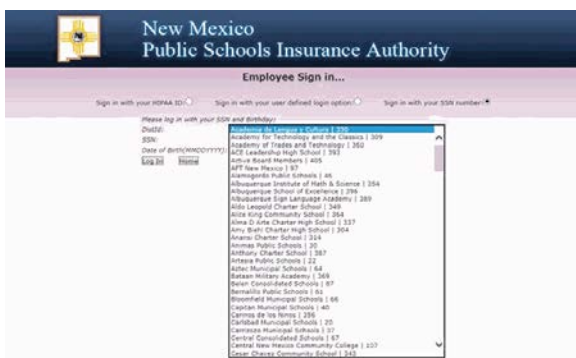


Figure 4: Online Benefit System Employer Selection

5. Enter your HIPAA ID or Social Security Number according to the sign in option selected in step 3. Enter your birthday in *mmddyyyy* format (no dashes or slashes, numeric values only) and select **Log In**.



Figure 5: Online Benefit System Employee Log In Information

6. The first time you access NMPSIA's Online Benefit System, you will be prompted to create your individual user name and password. Follow the instructions presented on the screen to create your user name and password, and select **Submit**.



Figure 6: Online Benefit System User-Defined Login Option

7. After creating your user name and password, your screen will display the Online Benefit System Main screen showing the name of your employer and your name.



Figure 7: Online Benefit System Main Screen

8. Continue with registering your access by choosing the **Management** option and select **Communication Option**.



Figure 8: Online Benefit System Access Management Option

9. Confirm or update your e-mail address. Select the **Edit** option to update your e-mail address. Respond to the prompt to indicate if you wish to receive communications about your participation in NMPSIA's employee benefit program by e-mail. Select **Submit**.



Figure 9: Online Benefit System E-Mail Communication Preference

10. Choose one of the choices available from the menu options displayed at the top of your screen, or **Logout** to complete your registration through NMPSIA's Online Benefit System.

Questions about the Online Benefit System may be directed to:

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