

# How to Enroll in Your Benefits



## Employee Self Service in Edison

You'll use Employee Self Service in Edison at [www.edison.tn.gov](http://www.edison.tn.gov) to add, remove or make changes to your insurance coverage, unless otherwise noted. **Higher education employees may be able to access Edison through your HR system. Look for information from your institution on this.**

- Look for the green "Benefits Enrollment" button.
- Click the green "Benefits Enrollment" button, then click the "Login" button to log in to Edison using your Access ID. This is not your eight-digit Edison employee ID. To get your Access ID, go to Edison, click the green "Benefits Enrollment" button and then click the "Retrieve Access ID" button. Once logged in, choose the Annual Enrollment tile to start your enrollment.
- All the insurance plans you are currently enrolled in, or that are available to you, are listed in Edison, except voluntary term life insurance, if eligible. Higher education employees enroll in flexible savings accounts at [optumbank.com/Tennessee](http://optumbank.com/Tennessee)
- You can enroll on your computer or mobile device. Use the web browser native to its operating system.
- If you're adding new dependents or a spouse, we need documents to prove their relationship to you.
- Dependent verification documents MUST be submitted by your Annual Enrollment deadline.
- Find a list of required documents online by going to Publications, Forms and then Active Employees and COBRA. [Click on Dependent Eligibility Verification Documents.](#)

- The following documents are NOT acceptable for spouses: car loan statements, utility bills, cell phone bills, cable bills and voided checks.
- If you and your spouse are both employed by agencies on the State Group Insurance Plan, you cannot cover each other on your insurance, unless you're enrolled in different plan groups (e.g., State, Local Education or Local Government Plan). You'll also need to choose only one plan option for your dependent children.

## Important Edison Notes

- Users should navigate to Edison through the [TN.gov](https://www.tn.gov) website. Click Government, State Employees and then Edison. Using a shortcut, bookmark, saved link or icon can create login issues.
- When using Edison ESS, if your device has Windows 10, the preferred browser for Edison is Microsoft Edge. Clearing your internet browser's cache and cookies can help resolve navigation issues that can happen in Edison. To review this document, [click here](#).
- You'll log in using your Access ID. This is not your eight-digit Edison employee ID. Your user ID, also called the Access ID is a combination of both letters and numbers.

## Get Help with Your Enrollment

Don't get lost! You can find enrollment instructions and help with passwords:

- Find step-by-step enrollment login instructions by going to Annual Enrollment and clicking on Enrollment Materials.
- For password reset help, call Edison at 866.376.0104.