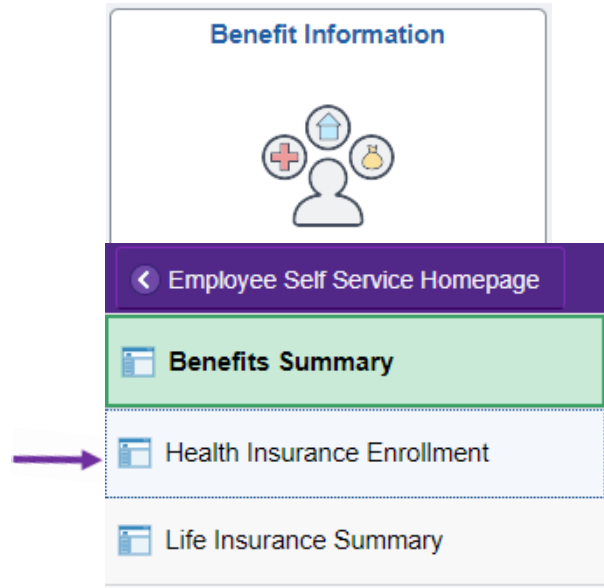


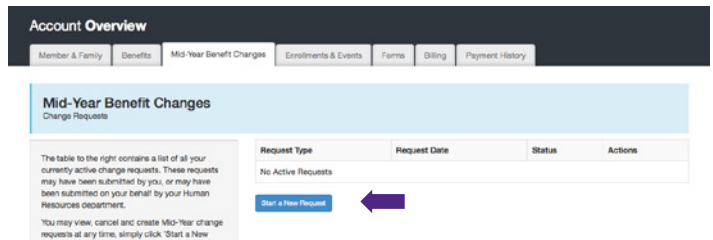
**SUBMISSION OF A COMMUNICATION FORM**

Communication forms can be submitted to request account information, to address an account issue and to dispute account information.

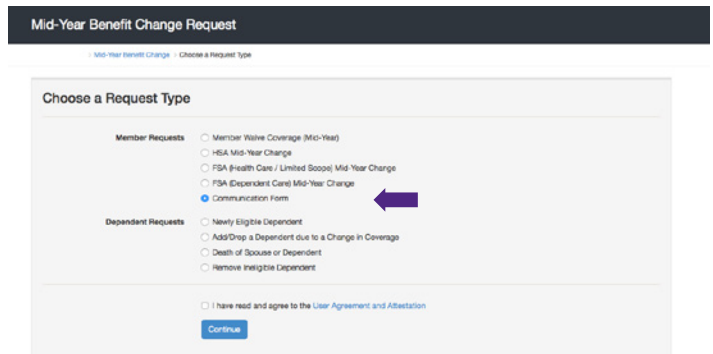
- Log into HRIS as you do to review your paycheck.  
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP Portal.
- Once you are in the MAP Portal, click on **Mid-Year Benefit Changes**.



- Click on **Start a New Request**.



- Click on the radio button **Communication Form**.
- Click on the **"I have read and agree..."**
- Click **Continue**.



- Explain your situation/request in the **Your Message** box.
- Click on **Submit Request**.
- Log out of the Member Portal.

