KANSAS STATE

Human Resources

Member Portal

Account Overview

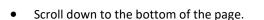
UPLOADING DOCUMENTATION TO YOUR MAP PORTAL

Uploading supporting documentation is required to process all mid-year changes. Failure to do so will result in your requests being denied. A <u>communication form</u> should be sent in prior to your upload of documentation.

- Log into HRIS as you do to review your paycheck.
 <u>https://hris.k-state.edu/</u>
- 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.
- Employee Self Service Homepage
 Benefits Summary
 Health Insurance Enrollment
 Life Insurance Summary

Benefit Information

 Once you are in the MAP Portal, click on Member & Family.



- Click on **Browse** to locate and select the PDF document(s) on your device.
- Upload the document(s) by clicking on Upload Documents.

	Member & Family Information	SEHP Vendors	
	cument Upload ad Documents to Attach to Your Membership Record		
Please click on the "Browse" button to select documents from your computer than can be securely uploaded to your member record. Please only upload documents as requested by the State Employee Health Plan.			
Multiple Documents: If you need to upload several documents you can select and upload them all at the same time or individually.			
Only the	following document types will be allowed. PDF, PNG, JPG,	GIF, TIFF.	

• Log out of the Member Portal