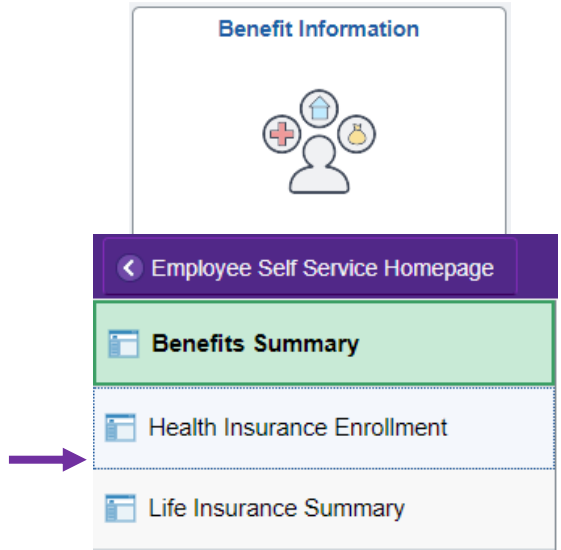


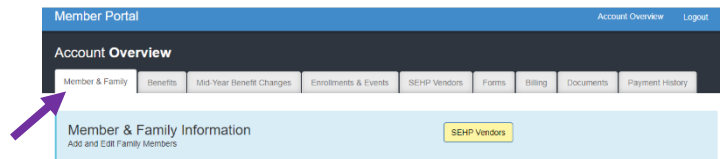
UPLOADING DOCUMENTATION TO YOUR MAP PORTAL

Uploading supporting documentation is required to process all mid-year changes. Failure to do so will result in your requests being denied. A [communication form](#) should be sent in prior to your upload of documentation.

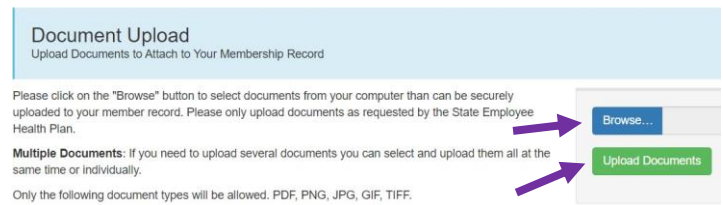
- Log into HRIS as you do to review your paycheck.
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**.
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP portal.



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



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



- Log out of the Member Portal