

ERS Online – Navigating your Member Home Page

Visit the ERS Online login screen at www.ers.state.tx.us/login and sign in to your online account.

ERS ERS OnLine Benefits

Sign In

Username
[Forgot Username?](#)

Password
[Forgot Password?](#)

SIGN IN

Not Registered?

Registering provides access to your personal account information. It also allows you to manage your benefits administered by ERS.

To register:

- Click register below
- Follow the step-by-step instructions to create a username and password

REGISTER

You are about to access a computer network belonging to the Employees Retirement System of Texas (ERS). This network is for authorized users only and usage may be subject to security testing and monitoring. By accessing this network, you are consenting to such monitoring. Unauthorized use or accessing the system for other than its intended purposes is prohibited and subject to prosecution under applicable laws. Users should have no expectation of privacy except as otherwise provided by applicable privacy laws.

ERS OnLine is a secure environment where your personal account data is encrypted when sent to your browser for display; standard graphics and text are not encrypted. Depending on your browser settings, you may see messages about secure and insecure data when using ERS OnLine. If you wish to change your browser security settings to prevent these messages, you can generally use "Tools/Options" in your browser toolbar. For more details, check the "Help" feature in your browser toolbar.

Once you are signed into your ERS Online account, you will see the Member Home Page, shown below.

Member Home Page

My Personal Information
[Name](#)
[Addresses and Eligibility Basis](#)
[Email Address and Password](#)
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My Insurance Information
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My Beneficiaries
[Beneficiary Summary](#)

My Retirement Information
[Account Balance Summary](#)
[Retirement Estimate](#)
[Statement of Retirement Benefits](#)

Health Savings Account
[Health Savings Account](#)

Commuter Spending Account
[Commuter Spending Account](#)

Power of Attorney Information
[Power of Attorney](#)

Employees can do several things from their Member Home Page:



My Personal Information

Employees change their personal information from these links

Name

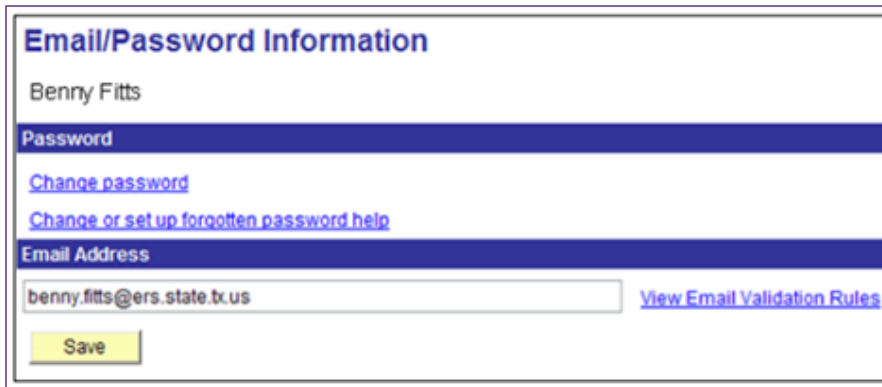
Employees can update their name.

Address and Eligibility Basis

Employees can update their address and Eligibility Basis (resident county).

During the plan year, moving from one county to another is considered a Qualifying Life Event (QLE), and the employee can make changes consistent with that event. At this time, the employee can drop someone from coverage or enroll someone in coverage if Evidence of Insurability (EOI) is not required and the change is consistent with the QLE.

Email Address and Password



Email/Password Information

Benny Fitts

Password

[Change password](#)

[Change or set up forgotten password help](#)

Email Address

benny.fitts@ers.state.tx.us [View Email Validation Rules](#)

Save

Employees can do three things:

1. Change their email address. The system provides Email Validation Rules so employees can be sure they are entering their email address in the correct format.
2. Change their ERS OnLine password.
3. Set up the ERS OnLine forgotten password feature. To set this up, employees choose from system-generated questions and provide an answer. If an employee forgets his or her password, the system asks the question, the employee provides the correct answer, and the system emails the password to the employee.

Phone Numbers

Employees can add and update their contact phone numbers.



My Beneficiaries

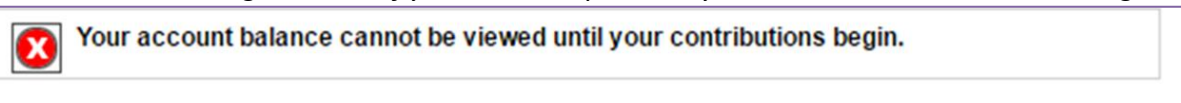
Employees click 'Beneficiary Summary' from the homepage, and use this page to set up or change beneficiaries for various group benefit plan (GBP) programs.



My Retirement Information

Stephen F. Austin State University is a member of the Teachers Retirement System (TRS), not ERS retirement. Unless you previously worked for an ERS retirement agency, you will not have retirement information in ERS Online.

You will see a message like this if you have not previously worked at an ERS retirement agency:



Visit your myTRS or Optional Retirement Program (ORP) account to view your current retirement information.



My Insurance Information

Employees can manage their benefits using these links.

Family Status Change

Employees may enter a Family Status Change within 30 days of a Qualifying Life Event (QLE)

Event Information

Please enter the **Reason** and the **Event Date** of your **Family Status Change**. After you've entered this information, click **Save** to save the event. Once this information is saved, you'll be able to prepare your benefit options for this event and make your benefit elections on the pages that follow.

Note: The benefit changes related to this **Family Status Change** will become effective on the **1st of the month following the Event Date**.

*Family Status Change Reason:

*Family Status Change Event Date: 

Save

Reasons for a family status change include:

- Birth of a child
- Change in employment status
- Child loses eligibility
- Child gets married
- Death of a dependent
- Dependent eligibility changes
- Dependent leaves HMO area (if enrolled in HMO)
- Dependent eligible after waiting period
- Employee/Retiree divorced
- Employee/Retiree gains medical support order (MSO)
- Employee/Retiree loses medical support order (MSO)
- Gain adopted/foster/ward child
- Medicare/Medicaid eligible
- Medicare/Medicaid ineligible
- Significant change in cost

Post-Hire Change

Entering a Post Hire Change Action allows employees to make changes to their benefits within 30 days of their most recent Hire, Rehire, or Return from Leave date.

Election Update

Higher Education employees are not allowed to initiate Election Update transactions.

Benefits Enrollment

Benefit enrollment coverage can only be changed during annual Summer Enrollment or if an employee has a qualifying life event (QLE) during the year.

Actions will become available during SFA's designated summer enrollment phase or if a qualifying life event is entered using the family status change link.

Benefits Summary

Employees can view their benefit elections as of a selected date. The current date is used by default.

Tobacco Certification

Employees click this link to certify tobacco use or non-use for themselves and their dependents.



Health Savings Account

Employees enrolled in Consumer Directed HealthSelect can view Health Savings Account (HSA) information.



Power of Attorney Information

Employees can choose someone to act for them concerning any interests in the retirement and insurance programs administered by ERS. This is called Power of Attorney (POA). This POA does not authorize anyone to make medical or other health-care decisions for you.

If an employee wants to request a joint POA, he or she will need to call ERS directly. Employees cannot set up a joint POA using ERS OnLine.

Information sourced from ERS Benefit Coordinator Procedure Manual: Chapter 1.5 – Member access to ERS OnLine



STEPHEN F. AUSTIN
STATE UNIVERSITY

Human Resources

Questions about your benefits??? Contact SFA Human Resources at (936) 468-2304 or benefits@sfasu.edu

Or contact ERS directly at (877) 275-4377 toll-free.