

EDISON EMPLOYEE SELF-SERVICE

Description: Edison is the State of Tennessee's Enterprise Resource Planning (ERP) system. When using Employee Self Service (ESS) in Edison to (ESS) in Edison to add/make changes to benefits, Internet Explorer 11 is the preferred browser. You may not be able to enroll if you use another browser, a mobile device, or a tablet. If you have any additional questions after reviewing this process manual, please contact the Benefits Administration service center at 800.253.9981 for assistance.

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Step 1. Log into Edison

A. Instructions for Initial Login / Password Reset

1. Go to the [Edison](#) Homepage to view instructions for logging into Self-Service
2. **If you are a First Time User**, please follow the instructions below:
 - a. First Time Log-in: If you have never logged into Edison or you have forgotten your Access ID click [HERE](#).
 - b. You will need your **8-digit Employee ID found** on your Caremark card or provided to you by your HR Representative.
 - c. Click [HERE](#) to watch a short video on how to log into Edison for the first time.
3. **If you have forgotten your Access ID:** Click [HERE](#) to watch a short video with instructions for gaining access to your ID.
4. **If you have forgotten your password:** Click [HERE](#) to watch a short video about how to reset your password. You can also follow the steps below:
 - a. If you have logged in before but need to reset your password, or it has been longer than 90 days since you last logged in, click the "Employee Portal Login" link on the upper left-hand side of this page.
 - b. Enter your **Access ID** and click Continue.
 - c. Click the "Forgot your password?" link in the bottom of the box.

Step 2. Using Edison Self-Service

Employees will utilize Edison Self-Service to update their benefit elections.

A. Enroll in your Benefits Plan

1. Log into Edison
2. Click **Self Service > Employee Work Center**
3. Click **Benefits Enrollment** under My Benefits
4. Click **Select** under Open Benefits Events
5. Click **Edit** next to the plan to add or change
6. Under Select an Option, check your plan choice
7. Under Enroll Your Dependents, check the box next to a dependent's name to add coverage, if applicable.
8. Click **Update** and **Continue** to confirm your option
9. You will see a summary of the options you selected. To make changes, click **Discard Changes**. If no changes
10. Click **Update Elections**
11. Once you have made all of your changes, click **Continue** on the Benefits Enrollment page

B. Verify and Update Dependents and Beneficiaries

1. If dependents were added in **Step 2A**, click on the **Upload Documents** link
2. Click the **Continue** button
3. You will be taken to a page that asks you to enter/verify your beneficiaries (or basic life and voluntary AD&D, if enrolled)
4. If you need to make updates, click the **Update Beneficiaries** button
5. Once you have made all of your changes, click the **Continue** button

C. Confirm Benefits Information

1. Next, choose if you want your confirmation by mail or email. Make any changes needed
2. Click **Submit**. You must complete this step for changes to be submitted
3. You will be taken to a confirmation screen. Click **OK**
4. You can view confirmation of your selections on the **Welcome to Employee Self Service** page by logging back in and selecting **View** in the **View/Print Confirmation Statement** box