Log into Edison at https://www.edison.tn.gov

Click Benefits Enrollment under My Benefits on the left of the page.

On the Welcome to Employee Self Service page under Open Benefit Events click Select.

Click Edit next to the plan (medical, dental, vision or optional AD&D) that you want to add or change. State employees will also see flex benefits.

Under Select an Option, click your plan choice.

Under Enroll Your Dependents, check the boxes next to the dependent’s name to cover him/her.

Click Update Elections to confirm your option. If you select the Partnership PPO or Wellness HealthSavings CDHP, read the Partnership Promise and click Accept.

You will see a summary of the options you selected. To make changes, click Discard Changes. If no changes, click Update Elections.

Once you have made all of your changes, click Continue on the Benefits Enrollment page.

If adding dependents, you will see an Action Needed page that lets you know you will need to provide verification for your new dependents. Click Continue.

If adding dependents, click on the Upload Documents link and then upload any documents that you need to submit, then click the Finished Uploading, Continue to Next Step link.

You will be taken to a page that asks you to enter/verify your beneficiaries for basic life and optional AD&D (if enrolled). If you need to make updates, click the Update Beneficiaries button. Once you have made all of your changes, click the Finished Updating, Continue to Next Step link.

Next, choose if you want your confirmation by mail or email. Make any changes needed. Click Submit.

You will be taken to a confirmation screen. Click OK. 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.

To Add Dependents

You may add dependents in the medical, dental and vision sections. Look for the Enroll Your Dependents section. Click Add/Review Dependents to add a dependent.

Click Add a Dependent on the Add/Review Dependents page.

Add the dependent’s personal information and click Save, then OK on the next screen. Then click the Return to Dependent Summary link.

To add additional dependents, click Add a Dependent on the Add/Review Dependents page. When done, click Return to Event Selection.

Click the Enroll boxes under Enroll Your Dependents. Then click Update Elections.

To add a dependent to dental or vision, click on the Enroll boxes under Enroll Your Dependents.

You will see an Action Needed page after clicking Continue on the Benefits Enrollment page. Click Continue to add dependent verification.

You can upload your dependent documentation into ESS. Scan your document and click Upload Documents. Click Browse, find the file and upload.

You can upload as many documents as needed. When complete, click Finished Uploading, Continue to Next Step.

If faxing hard copies, send to 615.741.8196 and include your name and employee ID (found on the front of your CVS/caremark card) on each page.

There is a link to a list of acceptable documentation on the ESS Upload Dependent Verification Documents page and the Benefits Administration website.

All dependent verification documents must be received by 4:30 p.m. Central on October 15.

If you do not know your password or have trouble logging in to Edison, call the Edison help desk at 866.376.0104.