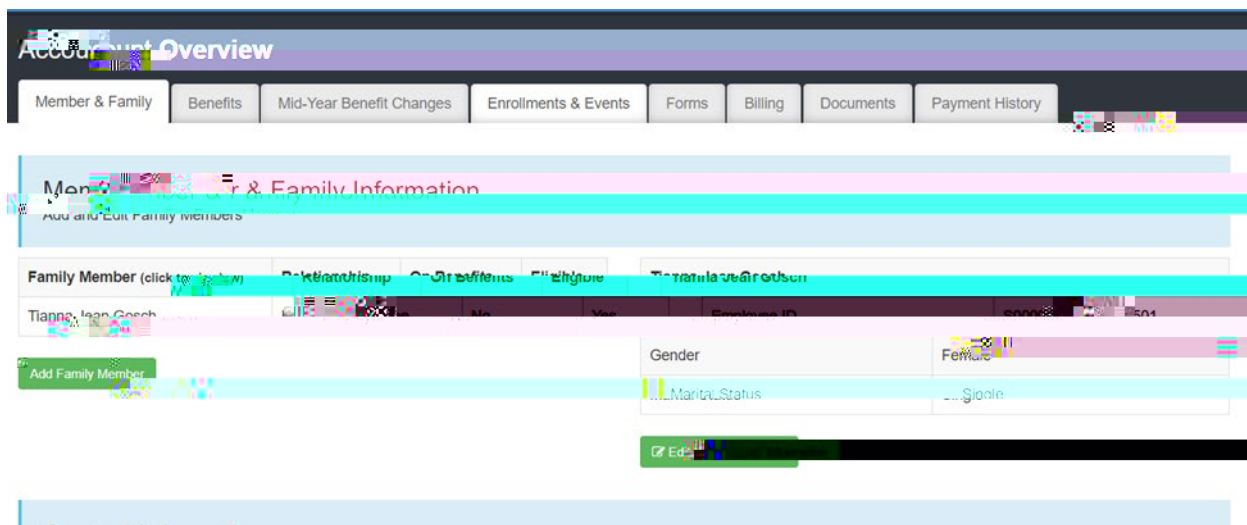


Member Administration Portal Guidance: Initial/Open Enrollment – Making Elections

Purpose: Instructions to make Initial or Open Enrollment elections in MAP.

Instructions: If adding new dependents for coverage select “Add Family Member” and complete this process for each dependent.

Please note, once all elections have been made, it is important to verify that the correct covered dependents are listed for each election.



Navigate to Enrollments & Events tab, then click “Launch Enrollment”

On the Welcome screen, note the status table to the right. If the Status field reads "Not Yet Submitted," your elections have not been made. When the field reads "Enrollment Has Been Submitted," elections have been received by SEHP.

Each coverage type is elected on a separate screen. However, all coverage election screens have certain commonalities:

1. The option to Waive Coverage appears at the top of the options as a checkbox highlighted in yellow.
2. Plan options, if applicable for the coverage type, are listed as

Enrollment Completed

Pending Election Statement

Pending Election Statement

[Redacted]

For Your Records Only

Please note that this statement is for your records only. It is not intended to be used for any other purpose. Please do not take any further action.