Employer MyBenefits Portal Tutorial

Canceling An Employee

Single or Multiple Transactions

New Mexico Public Schools Insurance Authority

EASI Edu INCORPORATED

Before You Begin

Before canceling an employee, please review the following information:

- Employee cancellations can be submitted at any time during the year.
- Future termination dates are accepted.
- Retroactive cancellations cannot be processed through the Employer Portal. (See your EASI Edu Rep)
- Complete one transaction at a time when using the Single Employee option.
- Have the employee's termination information available before starting.

Helpful Tip

Verify the employee's **Last Date of Coverage** before submitting the transaction. Incorrect dates may delay processing or require additional corrections.

Before You Begin

You must be logged into the NMPSIA MyBenefits Portal before completing this tutorial.

If you are a new user, forgot your password, or experience login issues, please refer to the Employer Login Tutorial https://nmpsia.com/employer-trainings.html for complete step-by-step instructions.

Important Reminders

- MFA codes expire after 5 minutes.
- Use the email associated with your NMPSIA benefits.
- Check your Spam or Junk folder if you do not receive your code.

Need help logging in?

Please refer to the Employer Login Tutorial before continuing.
The Employer Login Tutorial includes:

✓ First-Time Login
✓ Password Assistance
✓ MFA Verification
✓ Common Login Errors
✓ Account Assistance

Helpful Tip

Bookmark the Employer Portal login page for quicker access in the future.

Go to NMPSIA.com
↓
Benefits Portal Login
↓
Select Employer
↓
Enter District ID
↓
Select Representative
↓
Enter Password
↓
Complete MFA Verification

What You'll Need

Before beginning, have the following information available:

- District ID
- Your login credentials
- Access to your authentication email
- Employee Social Security Number (SSN)
- Employee Last Day Worked
- Employee Last Payroll Deductions
- Effective Date

Helpful Tip

Verify you have all information before beginning.

Transaction Overview

This tutorial will show you how to:

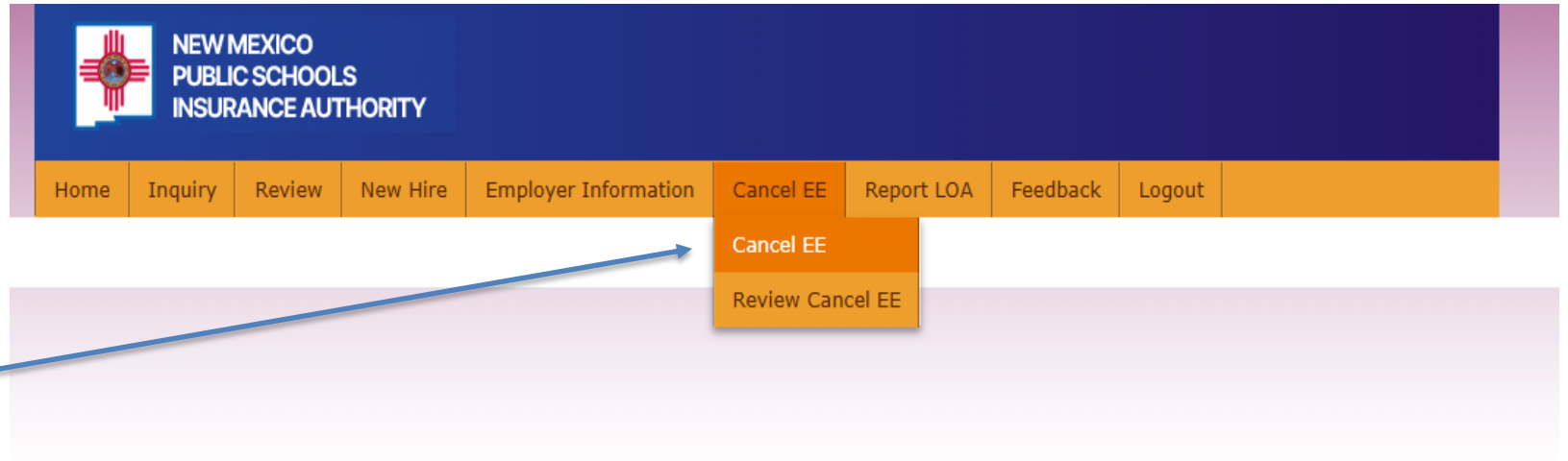
- ✓ Enter all required employee information.
- ✓ Review the transaction for accuracy.
- ✓ Submit the transaction for processing.
- ✓ Verify that the transaction was successfully submitted.
- ✓ Understand what happens after submission.

Helpful Tip

Every Employer Portal transaction follows the same basic process:
→ **Enter** → **Review** → **Submit** → **Verify**
Although each transaction may require different information, the overall process remains consistent throughout the Employer Portal.

From the Home page

- Navigate to the Cancel EE tab



What NMPSIA District #90 Offers:

Medical	Yes
Dental	Yes
Vision	Yes
Basic Life Insurance	Yes
Additional(Voluntary) Life Insurance	Yes
Spouse Life Insurance	Yes
Dependent Life Insurance	Yes
Long Term Disability	Yes
Domestic Partner	Yes
Part Time Resolution	No
125K Plan	No
Open/Switch Enrollment Date	01/01/2027

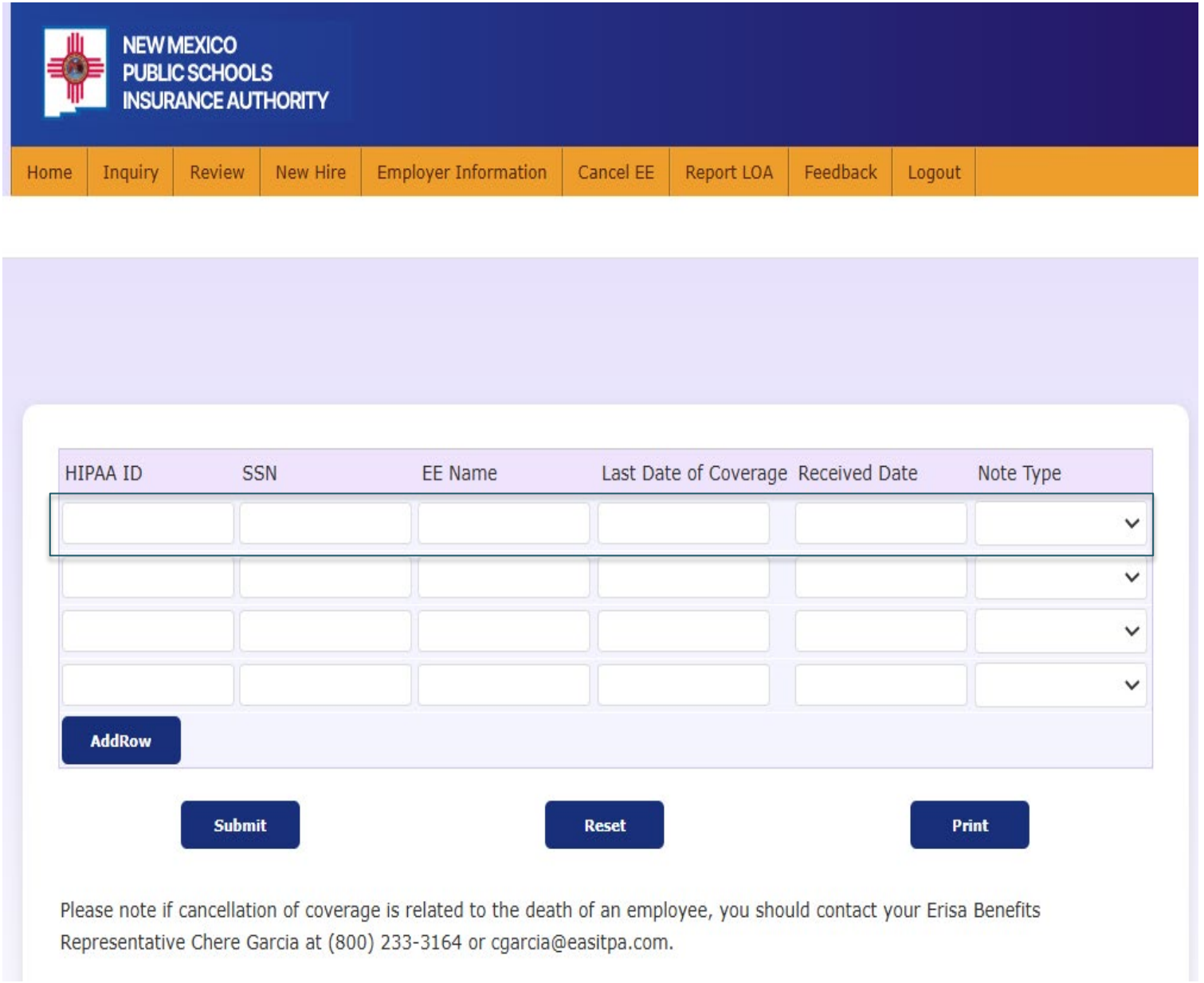
Helpful Tip

Be sure you are selecting the correct transaction before continuing. The Cancel EE option is used only to terminate an employee's NMPSIA coverage.

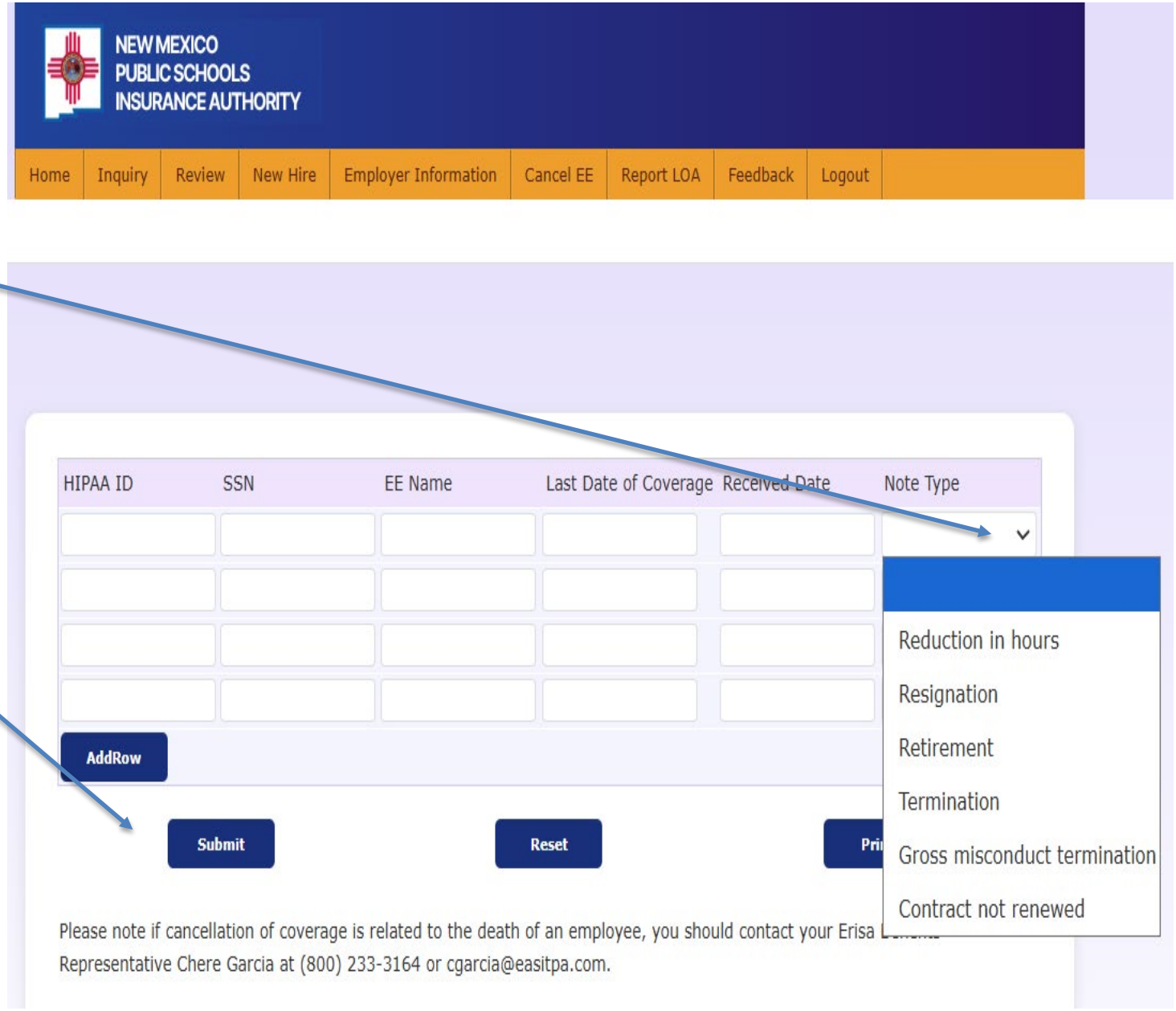
- Enter the employee's Social Security Number.
- Verify the employee's name populates correctly.
- Enter the **Last Date of Coverage**.
- Enter the **Received Date**.
- **Important:** The **Last Date of Coverage** must be the last day of the current month or a future date. Retroactive cancellations cannot be processed through the Employer Portal.

Helpful Tip

Before continuing, verify that the employee displayed on the screen is the correct individual. Using the wrong Social Security Number may result in processing delays.

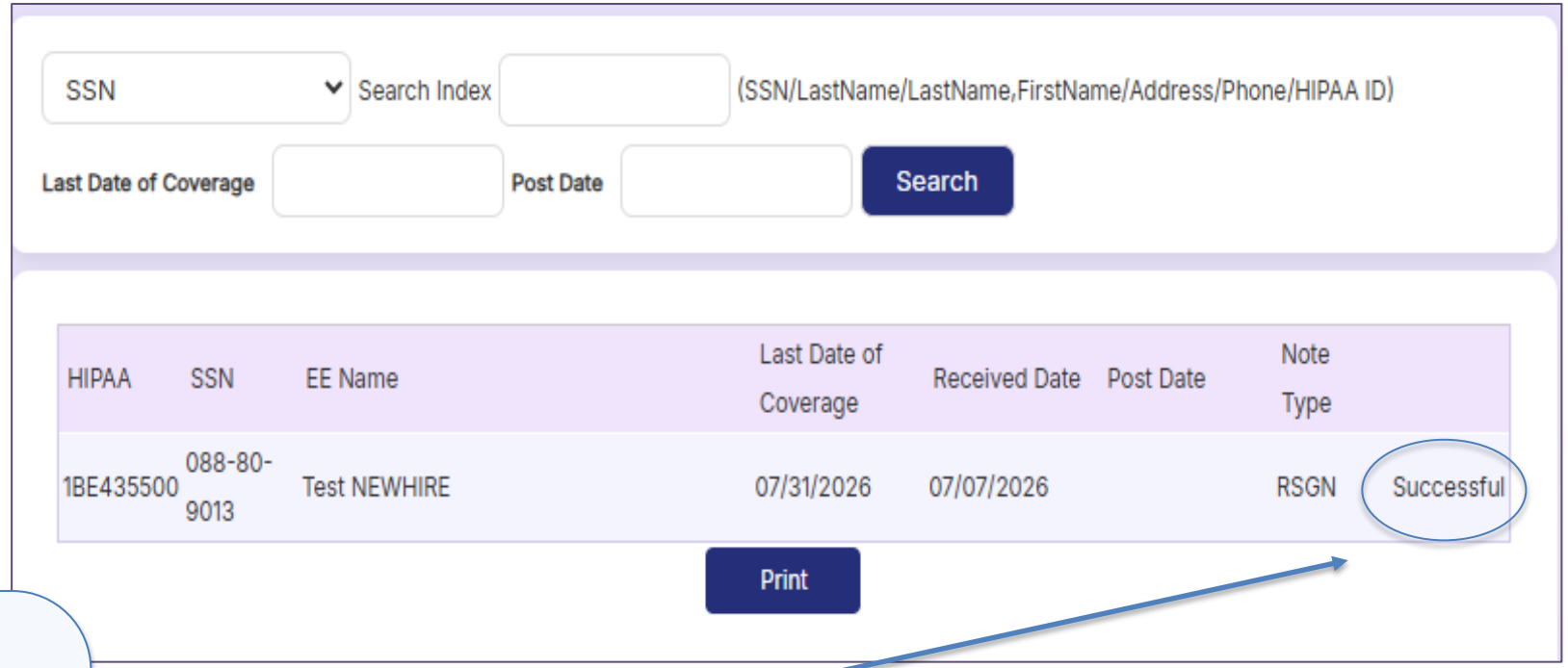


- Select the appropriate **Reason for Cancellation**.
- Review all information for accuracy.
- Select **Submit**.



Helpful Tip

Choose the cancellation reason that best matches the employee's employment status. Selecting the correct reason helps ensure accurate processing and reporting.



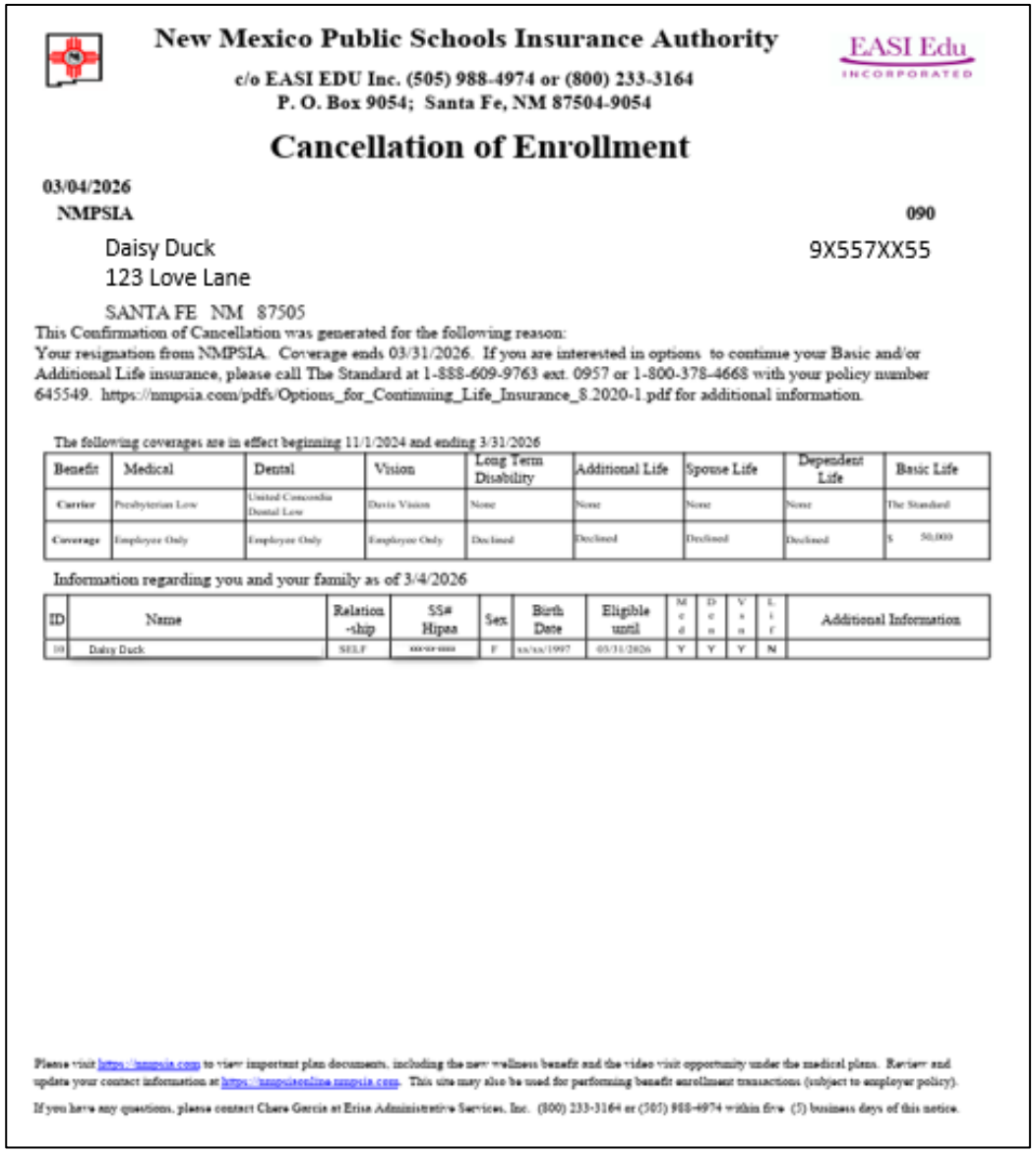
CHECK: Once the transaction has been successfully submitted, a successful submission message will be displayed.

After Submission

- The transaction will be routed to your EASI Edu Representative for final approval.
- Cancellation of Enrollment is created and can be found on Employee account or Employer account under reports.

Helpful Tip

Verify all information is correct, distribute to employee or print for employee file if needed.



New Mexico Public Schools Insurance Authority

c/o EASI EDU Inc. (505) 988-4974 or (800) 233-3164
P. O. Box 9054; Santa Fe, NM 87504-9054

EASI Edu INCORPORATED

Cancellation of Enrollment

03/04/2026

NMPSIA 090

Daisy Duck 9X557XX55
123 Love Lane
SANTA FE NM 87505

This Confirmation of Cancellation was generated for the following reason:
Your resignation from NMPSIA. Coverage ends 03/31/2026. If you are interested in options to continue your Basic and/or Additional Life insurance, please call The Standard at 1-888-609-9763 ext. 0957 or 1-800-378-4668 with your policy number 645549. https://nmpsia.com/pdfs/Options_for_Continuing_Life_Insurance_8.2020-1.pdf for additional information.

The following coverages are in effect beginning 11/1/2024 and ending 3/31/2026

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Carrier	Presbyterian Low	United Concordia Dental Low	Davis Vision	None	None	None	None	The Standard
Coverage	Employee Only	Employee Only	Employee Only	Declined	Declined	Declined	Declined	$ 50,000

Information regarding you and your family as of 3/4/2026

ID	Name	Relation -ship	SS# Hipaa	Sex	Birth Date	Eligible until	Med	Den	Vis	Life	Additional Information
10	Daisy Duck	SELF	xxx-xx-xxxx	F	xx/xx/1997	03/31/2026	Y	Y	Y	N	

Please visit https://nmpsia.com to view important plan documents, including the new wellness benefit and the video visit opportunity under the medical plans. Review and update your contact information at https://nmpsiaonline.nmpsia.com. This site may also be used for performing benefit enrollment transactions (subject to employer policy).

If you have any questions, please contact Chera Garcia at Erisa Administrative Services, Inc. (800) 233-3164 or (505) 988-4974 within five (5) business days of this notice.

Common Errors

Employee not found – Verify the employee's Social Security Number (SSN), Name, or HIPAA ID and search again.

Invalid Effective Date – Verify the effective date is correct and meets NMPSIA eligibility requirements before submitting the transaction.

Missing Required Information – Make sure all required fields are complete

Incorrect Cancellation Reason – Select the cancellation reason that best matches the employee's employment status or reason for termination.

Helpful Tip

If an error continues, contact your EASI Edu Administrative Representative.

Need Assistance

Contact Us:

EASI Edu

Phone: 1-800-233-3164

Contact your assigned representative for portal assistance.

Or

NMPSIA Benefits Team

Phone: 1-800-548-3724

Thank you for supporting your employees!

New Mexico Public Schools Insurance Authority

EASI Edu INCORPORATED