Employer MyBenefits Portal Tutorial

NEW HIRE- Basic Life Only Batch (Multiple Entries)

New Mexico Public Schools Insurance Authority

EASI Edu INCORPORATED

Before You Begin

Before starting a New Hire transaction, please review the following information:

- New Hire – Basic Life transactions can be entered any time during the year.
- Coverage is effective the first day of the month following the employee's hire date and should coincide with payroll deductions.
- Retroactive effective dates cannot be entered online.
- Complete one transaction at a time.

Helpful Tip

Gather all employee information before starting. Having everything ready will make the upload process faster and help prevent errors.

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 Employee 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 Demographics
- Employee Salary, Hire Date, Job Title, and Number of Hours

Helpful Tip

Verify you have all information before beginning.

Transaction Overview

This tutorial will show you how to:

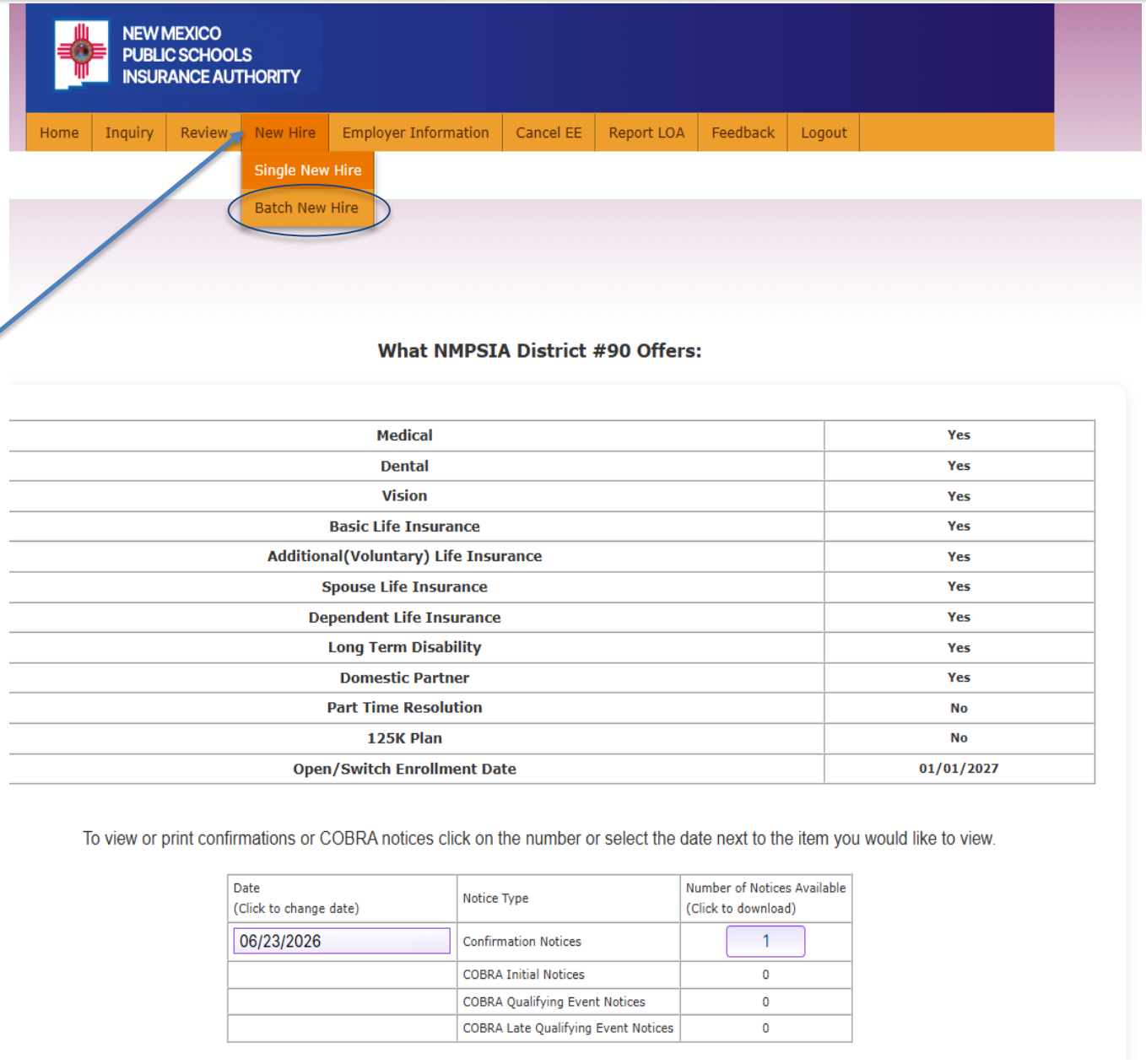
- ✓ Enter all required employee information
- ✓ Review the transaction for accuracy
- ✓ Submit the transaction for processing
- ✓ Verify that the transaction was successfully submitted
- ✓ Understand what happens after submission

Helpful Tip

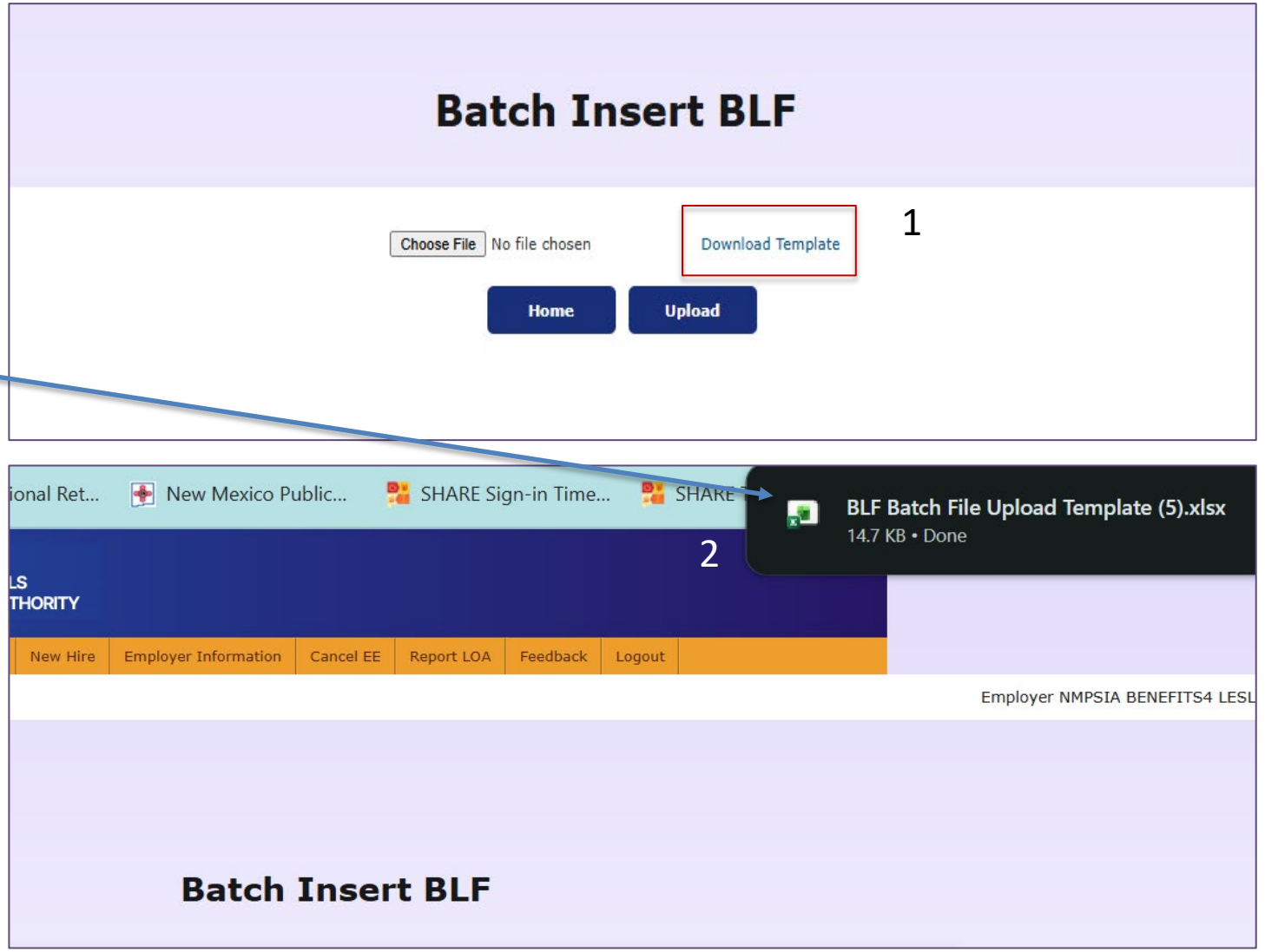
Every Employer Portal transaction follows the same basic process:
→ **Enter** → **Review** → **Submit** → **Verify**
Although each transaction may require different information, the overall process remains consistent throughout the Employer Portal.

From the Home page

- Navigate to the **New Hire** tab.
- Choose Batch New Hire



1. Select **Download Template**
   - The file template will download to your computer
2. Click on the file to open



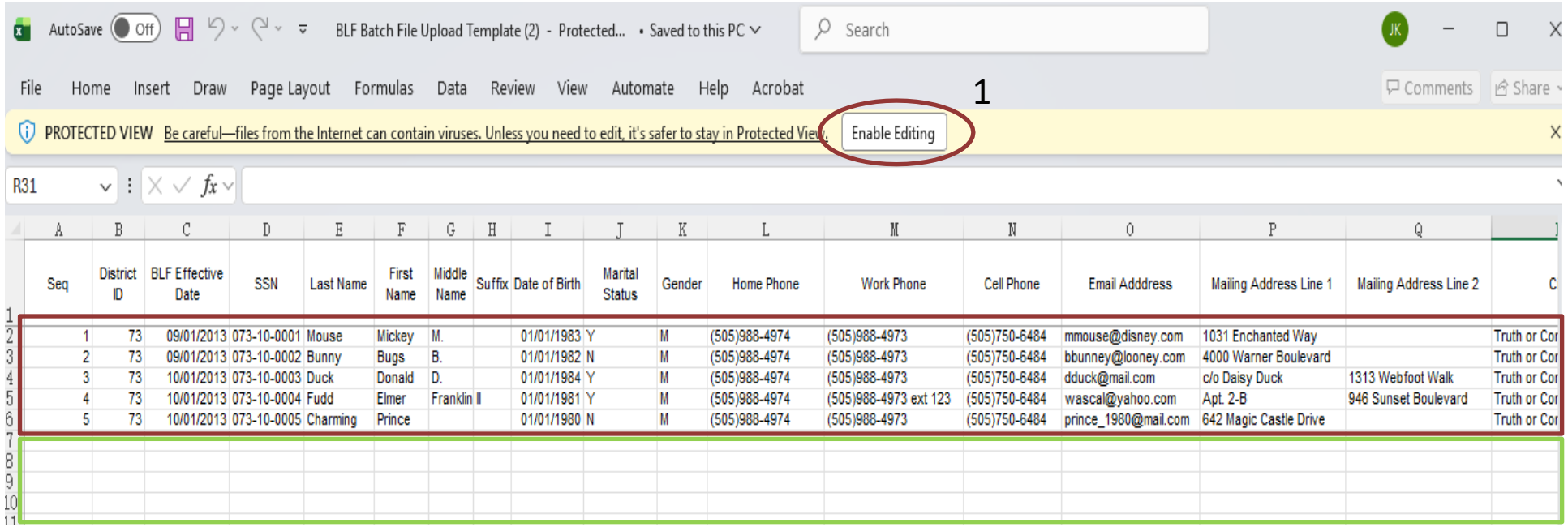
Helpful Tip

Always download a new template from the portal. Using an older template may cause upload errors if the format has changed.

1. Select **Enable Editing** to optimize user experience.
2. Review the sample information provided.
   - All entries must follow the format shown to ensure the information can be processed accurately and efficiently.
3. Enter the required information for each New Hire you wish to add to Basic Life coverage in the cells below the sample entries.
4. Delete the sample information before saving your file. Do not change the column headings or the structure of the spreadsheet.
5. To save your work, navigate to **File > Save As**.
6. Name the file using the following naming convention: schooldistrict/entity.newhires.monthyear
   - Example: NMPSIA.newhires.May2024

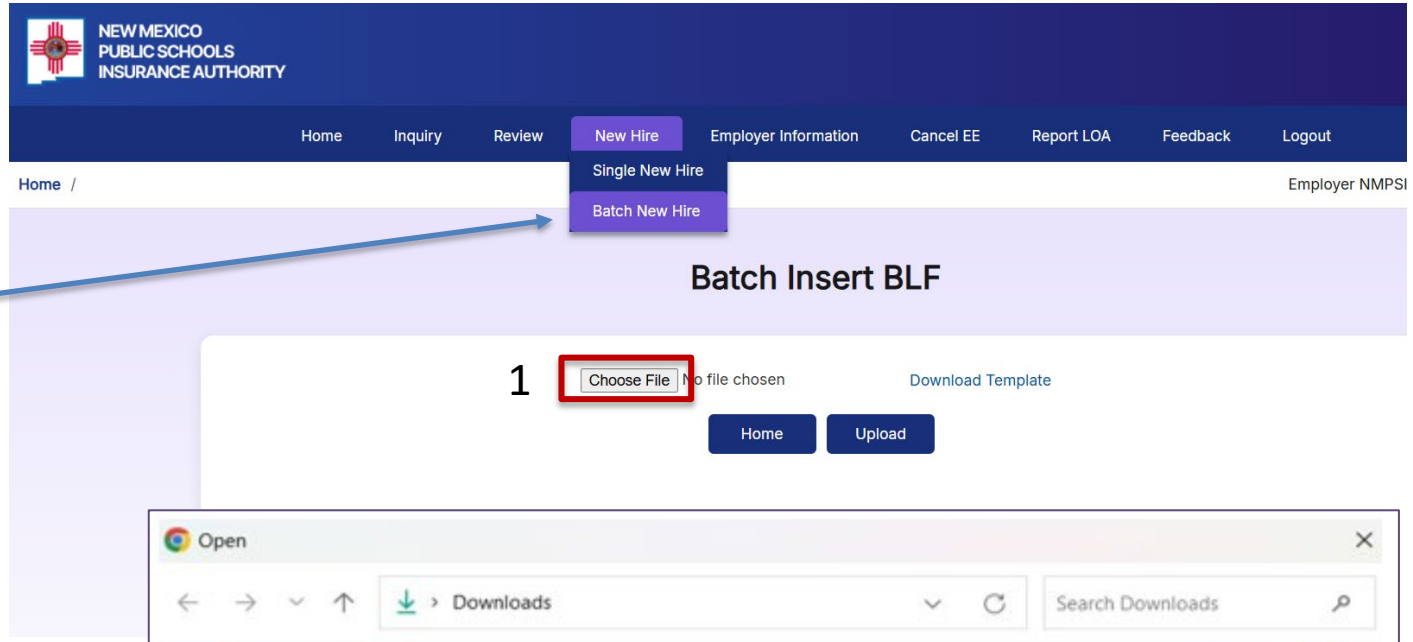
Helpful Tip

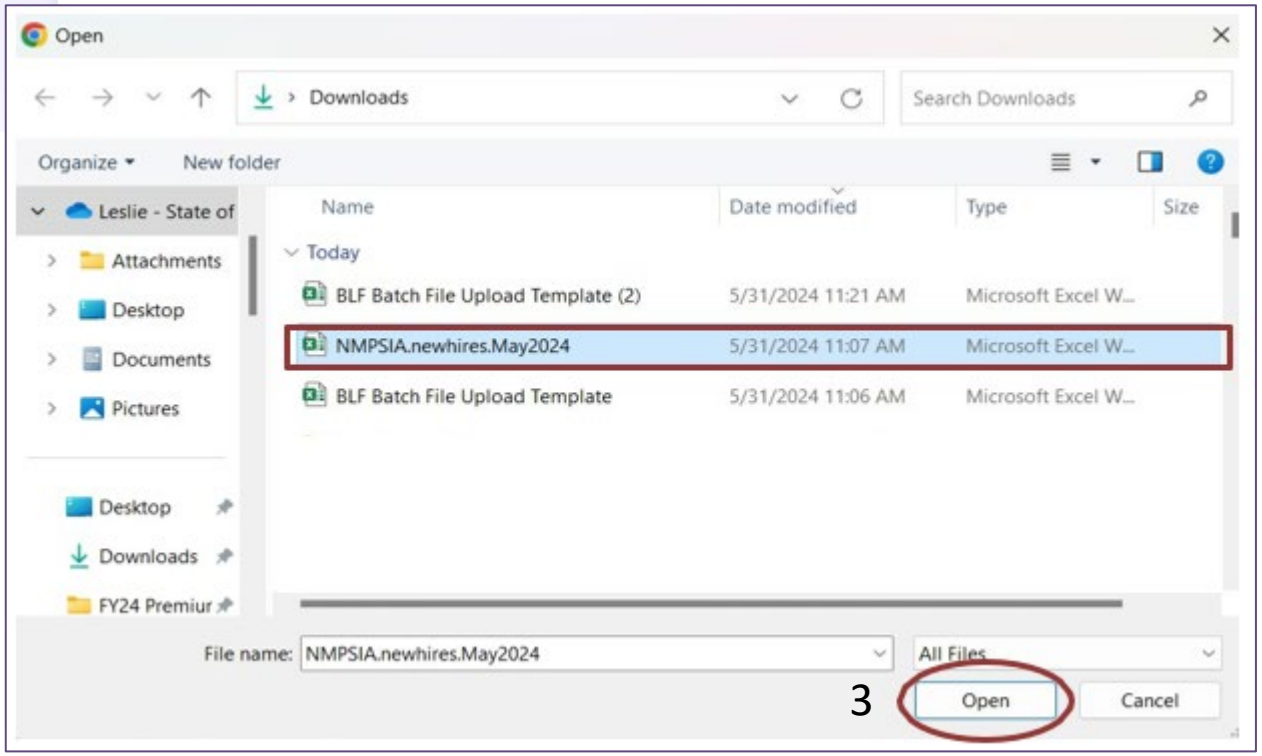
Complete every required field exactly as requested. Double-check spelling, dates, and Social Security Numbers before saving.



If needed, navigate back to the **MyBenefits Portal > Batch New Hire tab**

1. Select Choose File
2. Select your file from your computer
3. Click Open

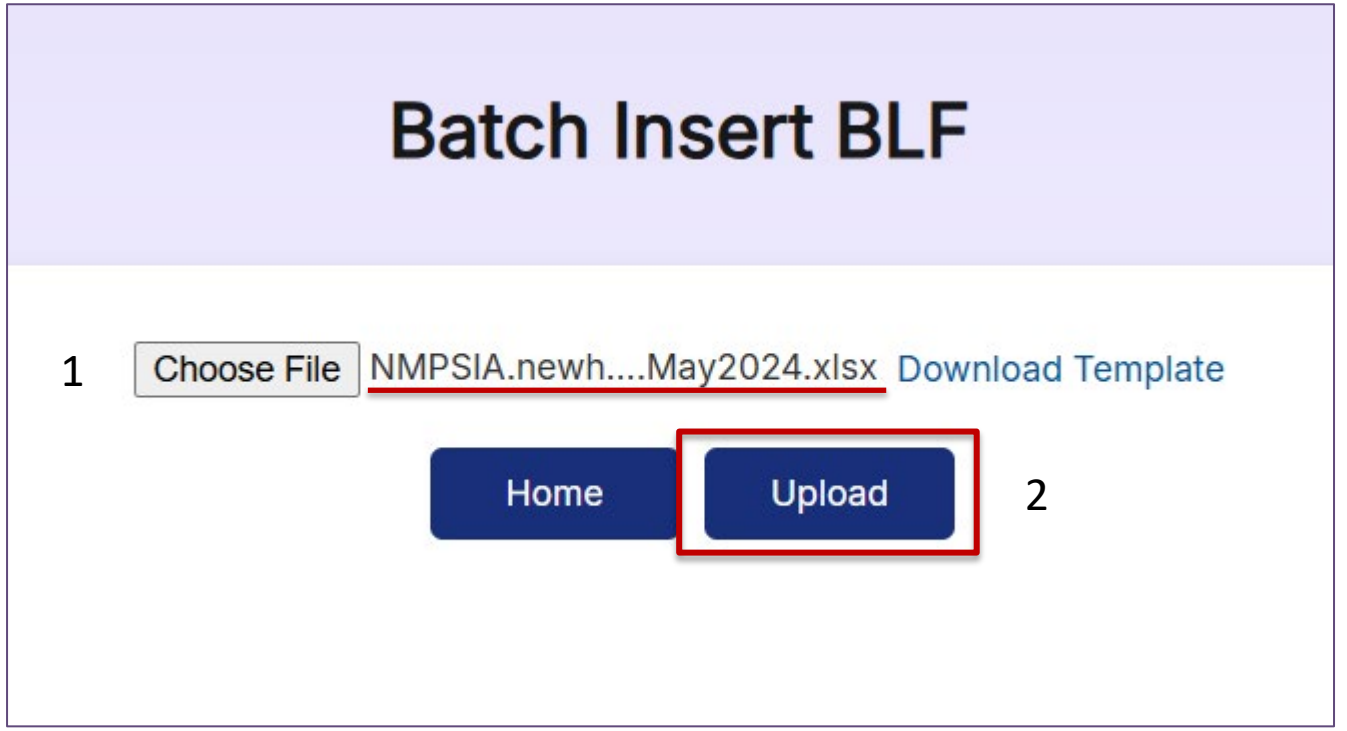




Helpful Tip

Save and Close the spreadsheet before uploading. An open Excel file may cause an unsuccessful upload.

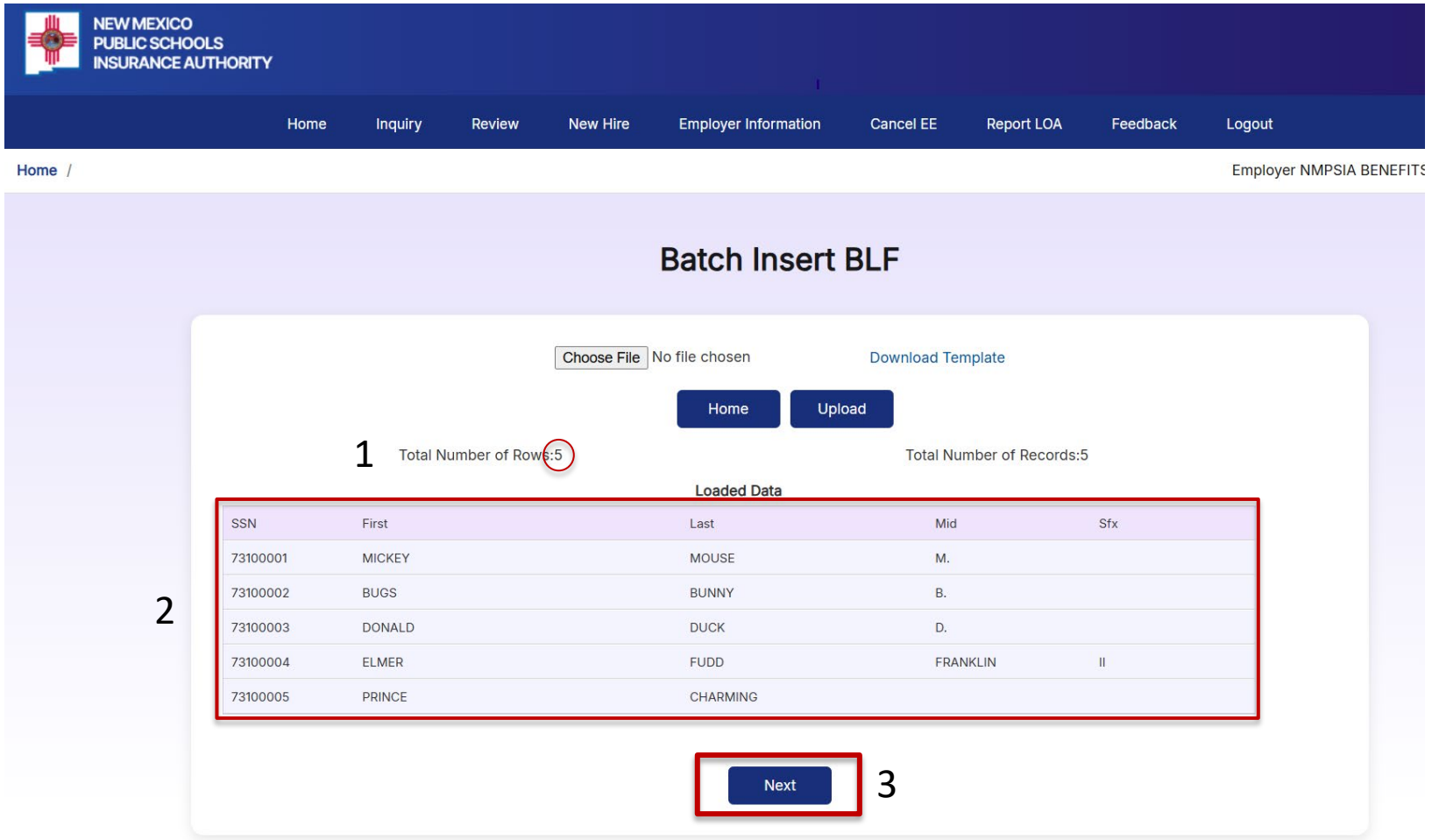
1. Verify your file is displayed near *Choose File*
2. Select Upload



Helpful Tip

After selecting Upload, allow the system a few moments to process your file. Avoid clicking *Upload* multiple times.

1. Verify the number of records is correct
2. Verify the employee information is correct
3. Select *Next*



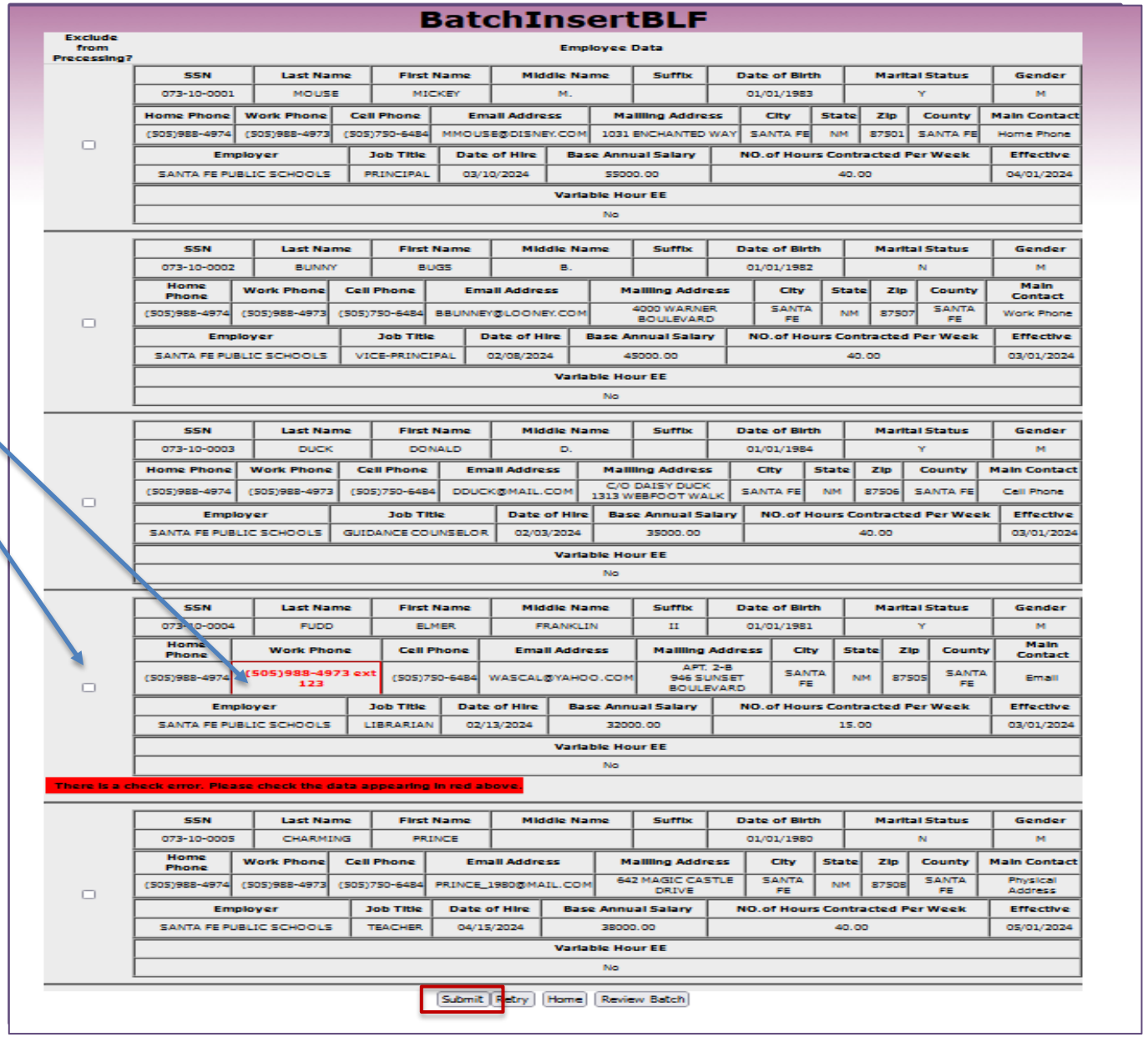
Helpful Tip

Carefully review every employee before continuing. This is your last opportunity to identify errors before submission.

- Verify the employee information is correct
- Errors will show in red text
  - Click on the box to the left to exclude that entry from processing
- If no errors, select *Submit*

Helpful Tip

Employees highlighted in red contain errors that must be excluded before proceeding. Excluded employees can be corrected and submitted later.



BatchInsertBLF

Exclude from Processing?

Employee Data

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender
073-10-0001	MOUSE	MICKEY	M.		01/01/1983	Y	M

Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	MMOUSE@DISNEY.COM	1031 ENCHANTED WAY	SANTA FE	NM	87501	SANTA FE	Home Phone

Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective
SANTA FE PUBLIC SCHOOLS	PRINCIPAL	03/10/2024	55000.00	40.00	04/01/2024

Variable Hour EE
No

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender
073-10-0002	BUNNY	BUGS	B.		01/01/1982	N	M

Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	BBUNNEY@LOONEY.COM	4000 WARNER BOULEVARD	SANTA FE	NM	87507	SANTA FE	Work Phone

Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective
SANTA FE PUBLIC SCHOOLS	VICE-PRINCIPAL	02/08/2024	45000.00	40.00	03/01/2024

Variable Hour EE
No

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender
073-10-0003	DUCK	DONALD	D.		01/01/1984	Y	M

Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	DDUCK@MAIL.COM	C/O DAISY DUCK 1313 WEBFOOT WALK	SANTA FE	NM	87506	SANTA FE	Cell Phone

Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective
SANTA FE PUBLIC SCHOOLS	GUIDANCE COUNSELOR	02/03/2024	35000.00	40.00	03/01/2024

Variable Hour EE
No

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender
073-10-0004	FUDD	ELMER	FRANKLIN	II	01/01/1981	Y	M

Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973 ext 123	(505)750-6484	WASCAL@YAHOO.COM	APT. 2-B 946 SUNSET BOULEVARD	SANTA FE	NM	87505	SANTA FE	Email

Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective
SANTA FE PUBLIC SCHOOLS	LIBRARIAN	02/13/2024	32000.00	15.00	03/01/2024

Variable Hour EE
No

There is a check error. Please check the data appearing in red above.

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender
073-10-0005	CHARMING	PRINCE			01/01/1980	N	M

Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	PRINCE_1980@MAIL.COM	642 MAGIC CASTLE DRIVE	SANTA FE	NM	87508	SANTA FE	Physical Address

Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective
SANTA FE PUBLIC SCHOOLS	TEACHER	04/15/2024	38000.00	40.00	05/01/2024

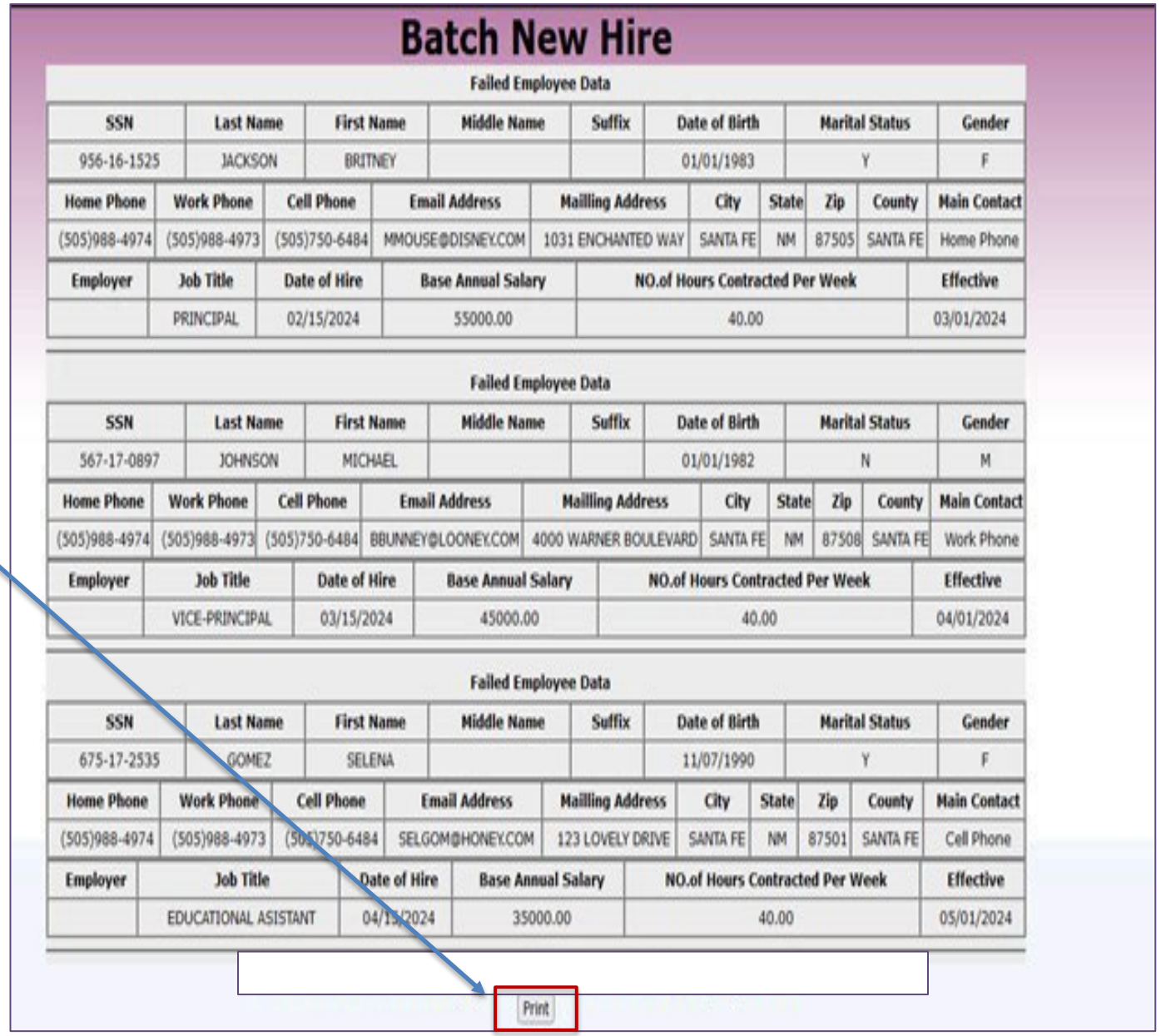
Variable Hour EE
No

Submit | Retry | Home | Review Batch

Note: Once submitted, you can print this summary for your records.

Helpful Tip

Print or save the confirmation page for your records. It provides documentation that your batch was successfully submitted.



Batch New Hire

Failed Employee Data

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender
956-16-1525	JACKSON	BRITNEY			01/01/1983	Y	F

Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	MMOUSE@DISNEY.COM	1031 ENCHANTED WAY	SANTA FE	NM	87505	SANTA FE	Home Phone

Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective
	PRINCIPAL	02/15/2024	55000.00	40.00	03/01/2024

Failed Employee Data

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender
567-17-0897	JOHNSON	MICHAEL			01/01/1982	N	M

Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	BBUNNEY@LOONEY.COM	4000 WARNER BOULEVARD	SANTA FE	NM	87508	SANTA FE	Work Phone

Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective
	VICE-PRINCIPAL	03/15/2024	45000.00	40.00	04/01/2024

Failed Employee Data

SSN	Last Name	First Name	Middle Name	Suffix	Date of Birth	Marital Status	Gender
675-17-2535	GOMEZ	SELENA			11/07/1990	Y	F

Home Phone	Work Phone	Cell Phone	Email Address	Mailing Address	City	State	Zip	County	Main Contact
(505)988-4974	(505)988-4973	(505)750-6484	SELGOM@HONEY.COM	123 LOVELY DRIVE	SANTA FE	NM	87501	SANTA FE	Cell Phone

Employer	Job Title	Date of Hire	Base Annual Salary	NO.of Hours Contracted Per Week	Effective
	EDUCATIONAL ASISTANT	04/15/2024	35000.00	40.00	05/01/2024

Print

After Submission

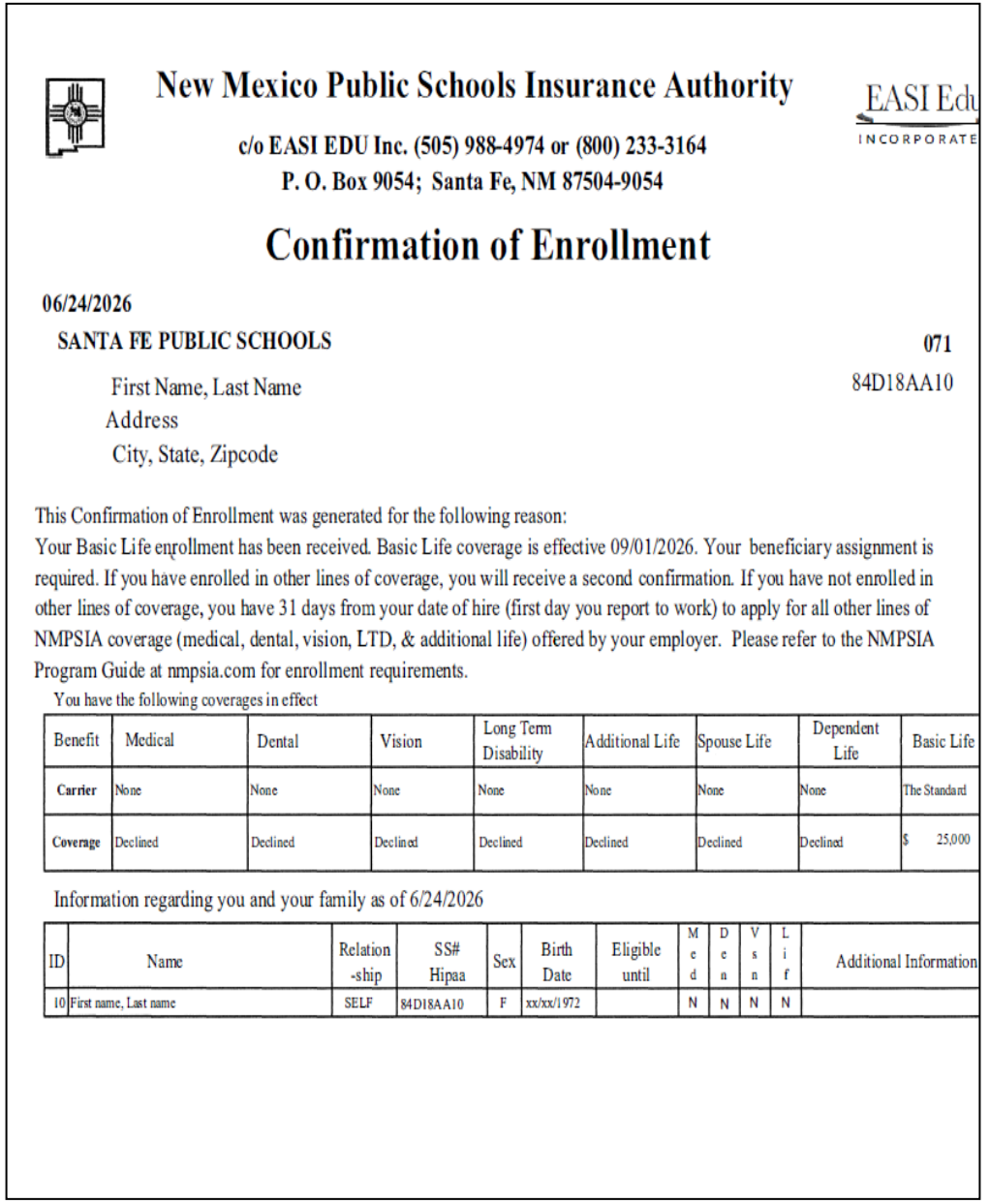
The transaction will be routed to your EASI Edu Representative for final approval.

Updates will be processed by EASI Edu according to NMPSIA procedures.

Confirmation 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 INCORPORATE

Confirmation of Enrollment

06/24/2026

SANTA FE PUBLIC SCHOOLS 071

First Name, Last Name 84D18AA10
Address
City, State, Zipcode

This Confirmation of Enrollment was generated for the following reason:
Your Basic Life enrollment has been received. Basic Life coverage is effective 09/01/2026. Your beneficiary assignment is required. If you have enrolled in other lines of coverage, you will receive a second confirmation. If you have not enrolled in other lines of coverage, you have 31 days from your date of hire (first day you report to work) to apply for all other lines of NMPSIA coverage (medical, dental, vision, LTD, & additional life) offered by your employer. Please refer to the NMPSIA Program Guide at nmpsia.com for enrollment requirements.

You have the following coverages in effect

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Carrier	None	None	None	None	None	None	None	The Standard
Coverage	Declined	Declined	Declined	Declined	Declined	Declined	Declined	$ 25,000

Information regarding you and your family as of 6/24/2026

ID	Name	Relation -ship	SS# Hipaa	Sex	Birth Date	Eligible until	Med	Den	Vsn	Lif	Additional Information
10	First name, Last name	SELF	84D18AA10	F	xx/xx/1972		N	N	N	N	

Common Errors

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.

Invalid Date Format – All date entries must be entered as MM/DD/YYYY.

Duplicate Employee – If an employee is already enrolled in Basic Life coverage, this error will populate to notify you to exclude from processing.

Spreadsheet Left Open – Save and Close the spreadsheet before uploading. An open Excel file may cause an unsuccessful upload.

Wrong Template Used – Always download a new template from the portal.

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