Employer MyBenefits Portal Tutorial

NEW HIRE- Basic Life Only (Single Entry)

New Mexico Public Schools Insurance Authority

EASI Edu INCORPORATED

Before You Begin

Before adding employees to Basic Life coverage, 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

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Benefits Portal Login

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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:

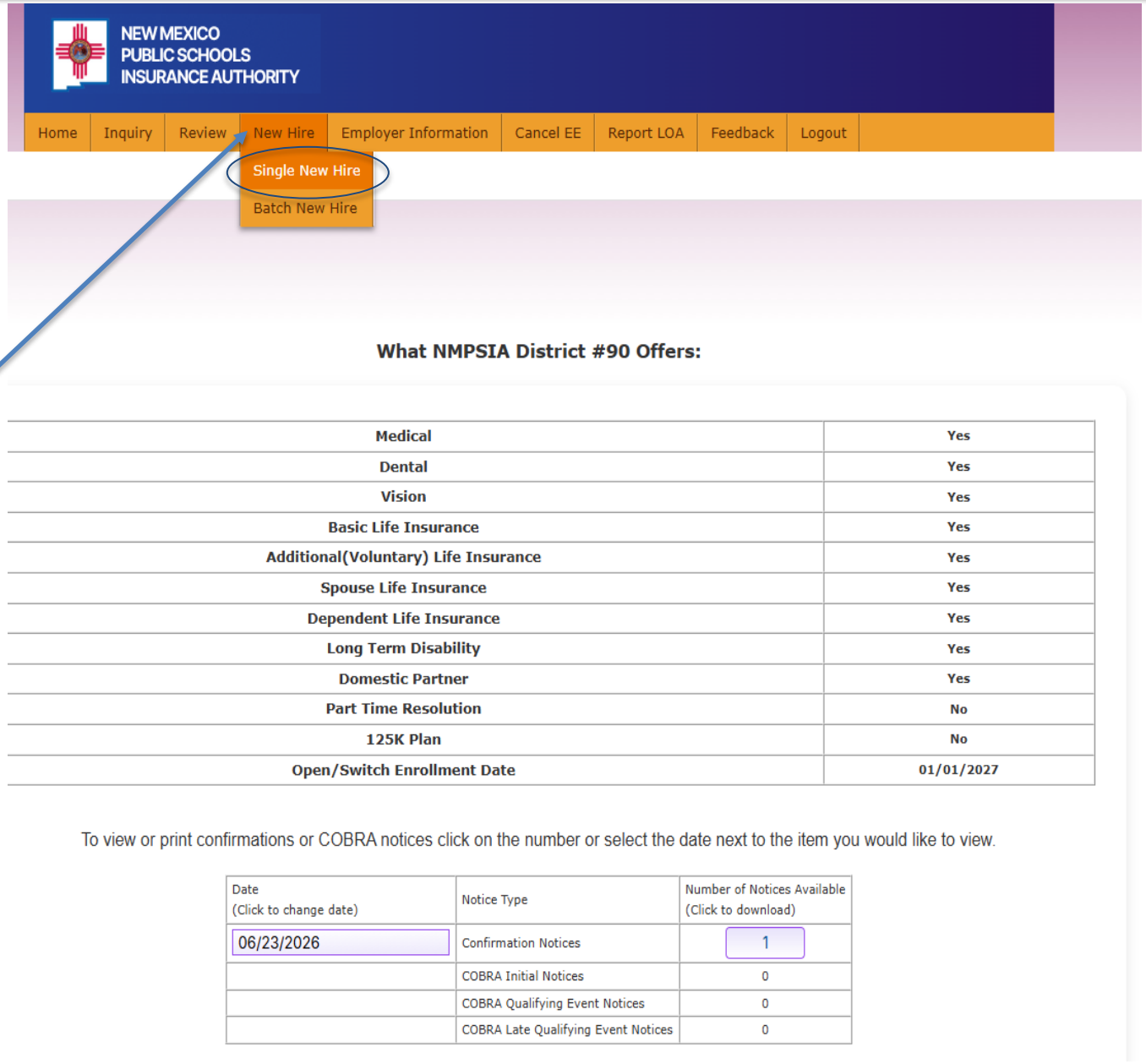
- ✓ Enter all required employee information
- ✓ Review the transaction for accuracy
- ✓ Submit the transaction for processing
- ✓ Verify that the transaction was successfully submitted
- ✓ Understand what happens after submission

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

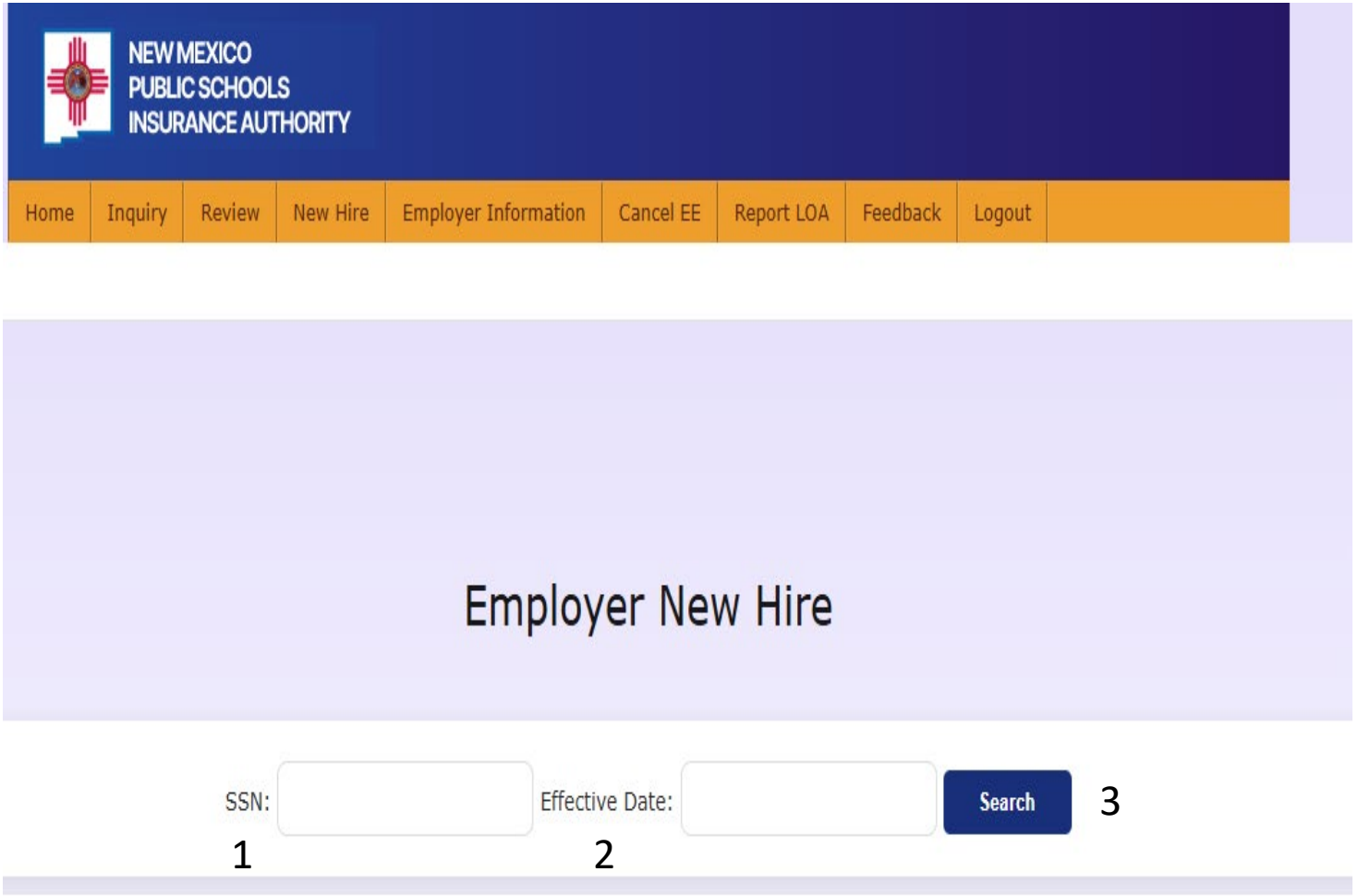
- Navigate to the **New Hire** tab.
- Choose Single New Hire.



1. Enter the employee's Social Security Number (SSN).
2. Enter Basic Life Effective Date.
3. Select **Search**.

Helpful Tip

Effective date must be the first of the following month from date of hire.



1. Enter employee information. Make sure to complete <u>all</u> required fields.
2. Select **Submit**.

Helpful Tip

Review all information is correct before submitting.



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After Submission

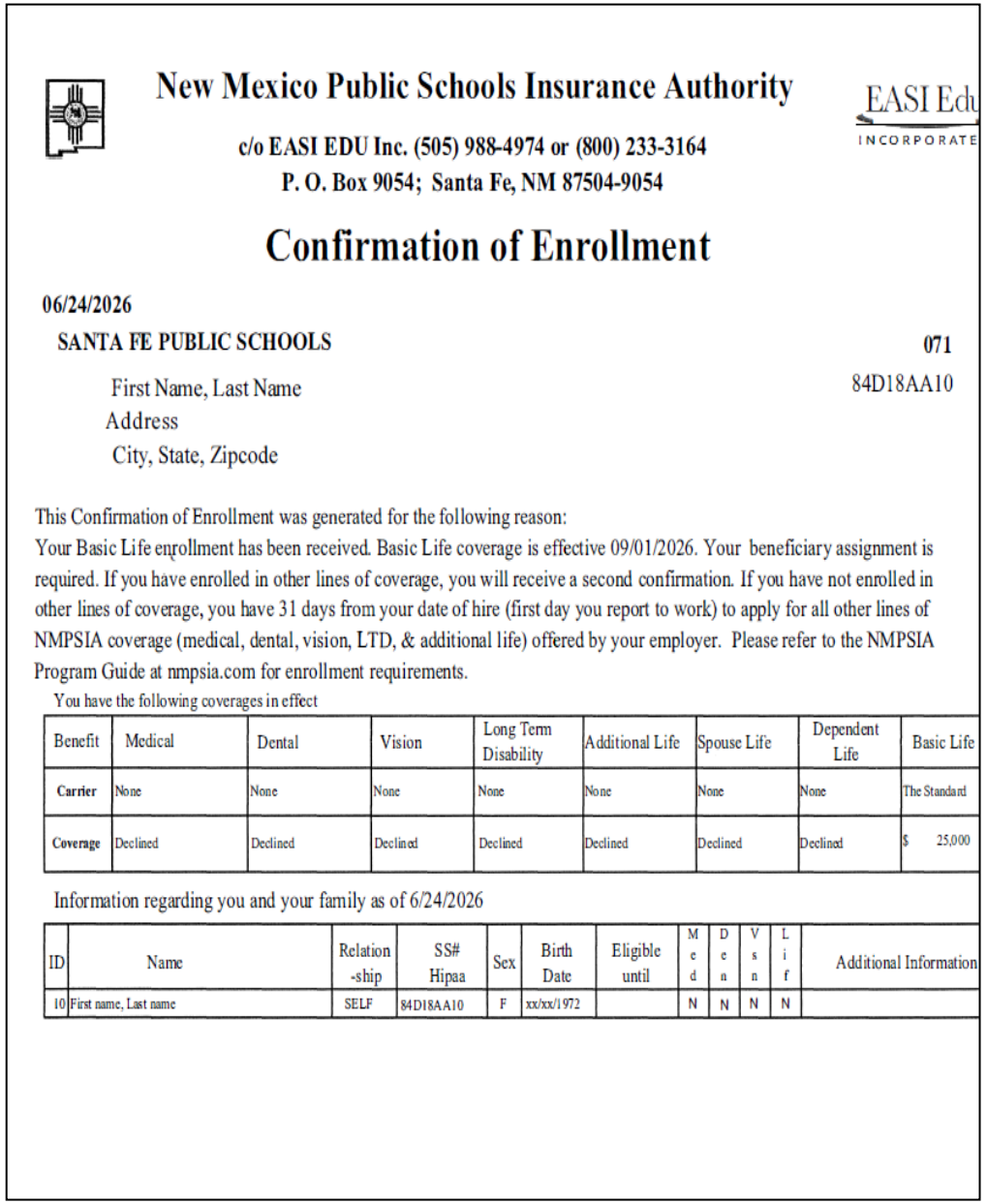
The transaction will be routed to your EASI Edu Representative for final approval.

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.

Authentication code expired – Request a new Multi-Factor Authentication (MFA) code and sign in again.

Session timed out – Log back into the Employer Portal and restart your request.

Missing Required Information – Make sure all required fields are complete.

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!