

# Welcome to the MyBenefits Portal



The MyBenefits Portal is your secure, online hub for managing your employee health benefits anytime, anywhere. Whether you're enrolling for the first time or making updates later, MyBenefits puts everything you need in one place.

## What You Can Do in MyBenefits?

### 1 Enroll In Benefits

The MyBenefits Portal is available 24/7 and designed to guide you step-by-step through each action. Changes are submitted electronically, helping ensure your request is accurate and processed on time.



- Complete your new hire enrollment
- Add or remove eligible dependents
- Enroll after a qualifying life event (such as marriage, birth, or loss of other coverage)

### 4 Access Important Documents

- Download and save benefit confirmation notices
- Keep records of your enrollment and changes for future reference

### 5 Manage Beneficiaries

- View your current beneficiary designations
- Add or update beneficiaries for life insurance

### 2 View Your Benefits

- View your current coverage at any time, including plan details and selected options.
- Verify that your requested changes were successful by reviewing/downloading confirmation of enrollment notices.

### 3 Update Your Information

- Change your address and contact details
- Review and update personal information on file

### Log On Today!

<https://nmopsiaonline.nmopsia.com/>

### Need Help?

If you have questions or need assistance using the MyBenefits Portal, contact your employer's benefits office. They can help you understand deadlines, required documentation, and next steps.



## Frequently Asked Questions (FAQ)

### MyBenefits Portal Login Process

#### What is MFA?

Multi-Factor Authentication (MFA) is a login method that requires your password and a one-time verification code sent to your email.

#### Why is NMPSIA adding MFA?

To strengthen account security and protect your personal benefit information.

#### Do I have to use MFA every time?

Yes. MFA is required at each login to ensure ongoing account security.

#### I didn't receive my code. What should I do?

- Check your spam or junk email folder
- Make sure your email mailbox is not full
- Select Resend Code on the login screen
- Confirm your employer has your correct email address on file
- Verify your employer does not have NMPSIA emails blocked

#### How long is the code valid?

Each code is valid for 5 minutes.

#### Can the verification code be sent by text message?

Not at this time. Codes are sent by email only.

#### What if I no longer have access to my email?

Please contact your Benefits Specialist to update your email address before logging in.

#### Where do I logon to MyBenefits Portal?

You can log on at [NMPSIA.com](https://www.nmpsia.com).



If you have questions or need assistance, please contact us at:

EASI Edu. Incorporated

Phone: [1 \(800\) 233-3164](tel:18002333164) or [\(505\) 988-4974](tel:5059884974)

or

New Mexico Public Schools Insurance Authority

Phone: [1 \(800\) 548-3724](tel:18005483724) or [\(505\) 988-2736](tel:5059882736)