How to register for Open Enrollment (Plan Year 2016)
The State Employee Health Plan (SEHP) uses the Membership Administration Portal (MAP) for all enrollment elections. You are required to create an account with the MAP system using your State ID (located on your pay stub). This is the system for all health related benefit changes as well (i.e., paper elections are not allowed).

See below for step-by-step instructions on how to create an account and enroll in your benefits for Plan Year 2016.

**REMINDER – You cannot START your open enrollment elections until Thursday, October 1st. All changes must be completed by Saturday, October 31st. If you are adding/changing dependents you must provide acceptable documentation (see [http://www.kdheks.gov/hcf/sehp/DependentDoc.htm](http://www.kdheks.gov/hcf/sehp/DependentDoc.htm)).

1. Go to https://sehp.member.hrissuite.com/
2. Fill out all the blank boxes (Note: The Employee ID is your STATE ID number found on your pay stub.)
3. You will be directed back to the login page. Now you can use your previously created Email Address and Password.
4. Review your information on the **Member & Family** and **Enrollments & Events** tabs.

5. Select the **Enrollments & Events** tab and follow the steps to choose your benefits for Plan Year 2016. If you need assistance enrolling, please contact Kim Cinelli (978-6121 or kim.cinelli@wichita.edu) or Micah Thompson (978-3079 or micah.thompson@wichita.edu).