How to register for Initial/Open Enrollment

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, or call Human Resources at 316-978-3065). This system is used to make all health related benefit changes throughout the year. Please note, paper elections are not allowed.

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

**REMINDER – Open Enrollment changes: You cannot BEGIN your elections until October 1st. All changes must be completed by midnight on 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/](https://sehp.member.hrissuite.com/), click on “Register”.
2. Fill out all the blank boxes (Note: The Employee ID is your STATE ID number found on your pay stub or by calling Human Resources at 316-978-3065.)

3. Once registered, you will be directed back to the login page. Now you can use your previously created Email Address and Password to login.
4. Review your information on the **Member & Family** page, then go to the **Enrollments & Events** tab.

![Member Portal](image)

5. Click “Launch Enrollment”* and follow the steps to choose your benefits. If you need assistance enrolling, please contact Kim Cinelli (316-978-6121 or [kim.cinelli@wichita.edu](mailto:kim.cinelli@wichita.edu)) or Micah Thompson (316-978-3079 or [micah.thompson@wichita.edu](mailto:micah.thompson@wichita.edu)).

*Enrollment in the HealthyKids program is required each year. Click on the link in the green box to apply for this discount.