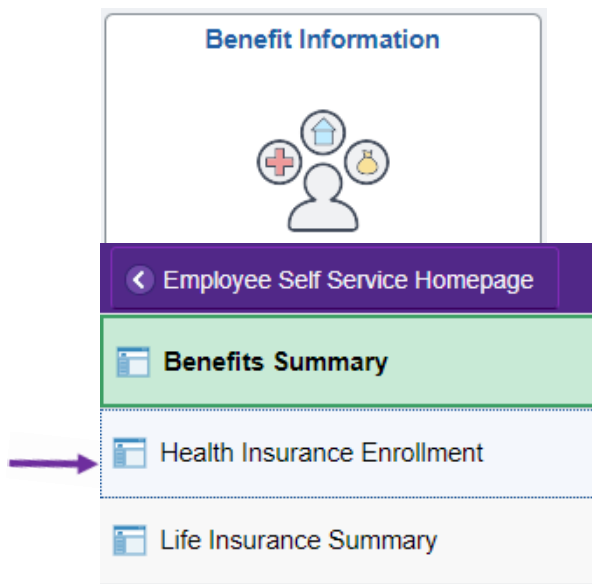


MAP PERSONAL UPDATES

Update would be used for address changes, corrections to Social Security Number, Date of Birth, etc.

- Log into HRIS as you do to review your paycheck.
<https://hris.k-state.edu/>
- Go to **Employee Self Service**.
- Click on **Benefit Information**
- Click on **Health Insurance Enrollment**.
- You may need to re-enter your **eID** and **password** to login to the MAP Portal.
- Once you are in the MAP Portal, click on **Edit Your Information**.



- In this window you are also able to edit the information of a dependent. Select the name of dependent, click **Edit Your Information** and change the applicable information.
- Make your changes.

Member & Family Information
Add and Edit Family Members

Family Member (click to view)	Relationship	On Benefits	Eligible	Willy Wildcat
Willy Wildcat	Employee	Yes	Yes	Employee ID: W0000000000000
Willa Wildcat	Spouse	Yes	Yes	Gender: Male
Purple Wildcat	Son	Yes	Yes	Marital Status: Married
White Wildcat	Daughter	Yes	Yes	

Buttons: [Add Family Member](#) | [Edit Your Information](#) (highlighted with a purple arrow)

- **Save Changes.**
- Log out of the Member Portal.

Form fields for editing member information:

- Prefix:
- First Name:
- Middle Name:
- Last Name:
- Suffix:
- Date of Birth: MM/DD/YYYY (Data hidden from view)
- Social Security Number: 123-45-6789 (Data hidden from view)
- Gender: Male (dropdown)
- Marital Status: Married (dropdown)
- Race: (dropdown)
- Ethnicity: (dropdown)
- Edit Reason:

Please provide a brief explanation for the change you are requesting

[Save Changes](#) (highlighted with a purple arrow)