

This is a mass email being sent to all regular benefited employees and those who are benefited under the Affordable Care Act (ACA).

The MTSU HR office will offer several benefits information sessions for employees. Information regarding benefits available through MTSU employee will be discussed as well as changes that can be made during annual enrollment. The sessions will also include time for general questions related to MTSU employee benefits. Please visit the [HRS designated annual enrollment web page](#) under “Benefits Information Schedule” for location, dates and times.

2023 Annual Enrollment is here. Enrollment period runs from October 1, 2023, through 10/13/2023 at 4:30 p.m. with benefits effective 1/1/2024!

State of Tennessee Benefits: *All annual enrollment changes for health, dental, vision, basic life, basic accidental death, voluntary accidental death, short-term disability and long-term disability must be made through the Edison portal!*

You can now access your Edison Self-Service portal through your MTSU Pipeline account.

1. Log into your Pipeline Account
2. Click on the “Employees” tab
3. Click on the “Edison (State of Tennessee Benefits) button in purple
4. You will be directed to “accept” the user terms
5. Click the dropdown button under “Self Service” and select “Employee WorkCenter”
6. Under “My Benefits” click the “Benefits Enrollment” button
7. Click “Start” on the right-hand side to begin

Information regarding coverages listed above, related plans and instructions/navigation to make changes/enroll through Edison is located in the [State of Tennessee Newsletter](#) or the [Annual Enrollment](#) designated page. Please review your options for 2024. ***There are changes to the Basic Term Life and Basic Accidental Death coverage options for 2024.***

- **Voluntary Life**
 - Changes or enrollment for the Voluntary Life coverages must be made directly with the vendor, [Securian Financial](#).

Higher Education Benefits:

- ***Flexible Benefits Enrollment:*** Flexible Spending Accounts (FSA), Limited Flexible Benefits Accounts (LFSA), and Dependent Care Accounts (DCA) are managed through the direct vendor contract with Optum. ***Flexible Benefits accounts must be re-elected each year!***
 - You must make 2024 elections directly with the vendor, [Optum](#). ***You must create a username and password with Optum to elect flexible benefits for 2024.*** This will not impact your username/password if you have an existing Optum account. The annual enrollment system is separate from the account system.
 - Step by step instructions for creating your annual enrollment account is located on the [HRS web page](#) under the link, “How to enroll in Flexible Benefits for 2024.”

- Enrollment or changes to a Health Savings Account (for Consumer Driven Health Plan participants - CDHP) is processed with paper forms. The HSA enrollment/change form is located on the [HRS web page](#) under “2024 HSA Enrollment/Change Form.” As in the past, CDHP participants will receive automatic funding for 2024. HSA forms should be submitted directly to the MTSU HR office.
- For 2024, the Long-Term Disability plan will be moved to the State of Tennessee benefits platform and no longer under Higher Education Benefits. Eligible employees will be automatically enrolled in the long-term disability option 3, and the state will pay 100% of the premiums. Coverage cannot be waived because it is 100% employer paid. Other coverage options are available, but employees are responsible for 100% of the premiums for the other available options (1, 2 and 4). Find the MetLife disability handbook by visiting the designated [Disability Insurance](#) web page.