

We are unable to confirm the employee's enrollment, but we can guide them to the Print Confirmation Form if they logged off without printing from the Print Plan Selection page after they enrolled (shown below):

**Enroll in Plan Opti...**  **Your enrollment is now complete! Click '[Print New Plan Selections](#)' or '[Log Off](#)'.**

[Open Enrollment Plan Information](#)

Step 1: Welcome    Step 2: Personal Data / Address    Step 3: Tobacco Use Declaration    **Step 4: ENROLL**

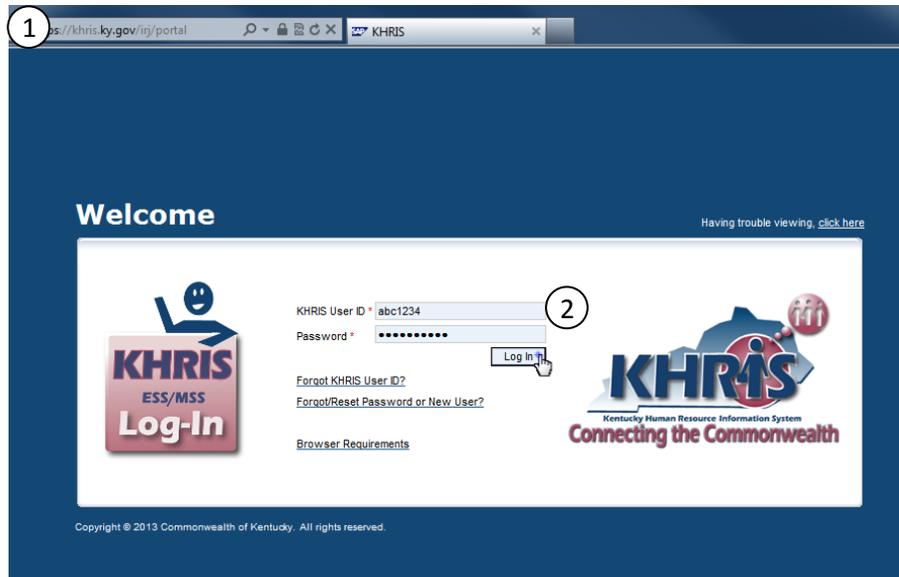
 Your plan selections have been saved.

*If you are unable to print your new plan selections, you will still have the opportunity to do so from the ESS Welcome page under 'Benefits Information' section, 'Enrollment Overview'.*

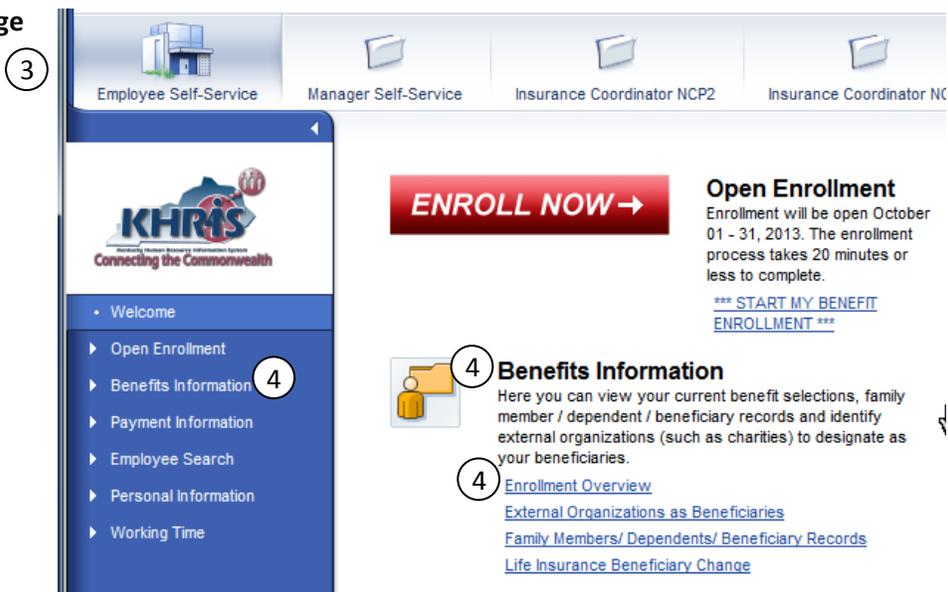
 **Print New Plan Selections**

## Selection for Open Enrollment

1. If not already in the KHRIS Portal, from your web browser, Logon to the KHRIS Portal, by typing **khريس.ky.gov** into the address bar and the Portal will open to the Welcome screen
2. *User ID and Password* – Type your User ID and Password then press **Enter** on the keyboard or click **Log In**



3. **The ESS (Employee Self Service) Welcome Page** will be displayed.



4. Either click on **Enrollment Overview** under **Benefits Information** in the middle of your screen; or, under the **Benefits Information** within the Navigation column.

5. On the Participation Overview page, click the **calendar icon** to select the date or enter the date manually. Ensure the year entered is the plan year for which the member wants to print the confirmation.

6. Click **Go**.

► Show Benefits General Links

Show Participation Overview as of: 01/01/XXXX 5 6 1 Go

**Participation overview as of 01/01/xxxx**

Plan	Plan Type
<input checked="" type="radio"/> CW Optimum PPO	Medical
<input type="radio"/> Basic Life and AD&D	Basic Life AD&D

Show Participation Details

[Print Confirmation Form : All Plans](#) 7

7. Click **Print Confirmation Form: All Plans**.

8. The confirmation will appear in Adobe format to review, print or save.

Note: Press the F8 key to hide/display the Adobe tool bar.

Close Window

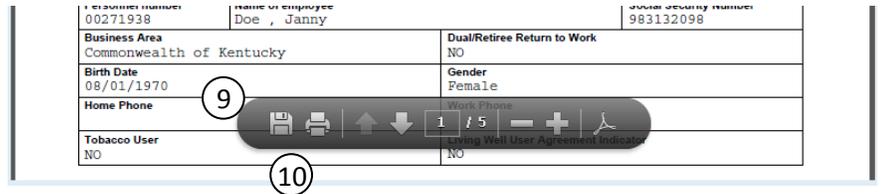
8 Benefits Confirmation

Personnel Cabinet, 501 High Street, Frankfort, KY 40601-1108 Date: 09/03/2014

Billy Myers  
20 Marie Cowan Road  
Miracle KY 40856-8814

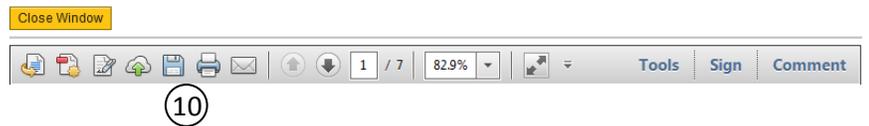
Personnel number	Name of employee	Social Security Number
00041280	Myers , Billy E	XXXXXX4444

9. **Printing your Benefits Confirmation** – Move your mouse towards the bottom of the confirmation page and a **gray toolbar** will appear. **OR** to display the **Adobe Tool Bar** at the top of the screen, **press the F8 key** on your keyboard.



10. Click on the **printer icon** to print out your confirmation or **save icon** to save your benefits on your computer. (It's a good idea to print out the confirmation and put it in a safe place).

Note: Press the F8 key to hide/display the Adobe tool bar.



11. Click **Close Window** to exit Benefits Confirmation

Note: Press the F8 key to hide/display the Adobe tool bar.



12. Click **Log Off** in the top right corner of your screen, then Click **Yes** to Log Off

