

## Enrolling or Changing Benefits

Step	Action
1	State employee has to enroll in new benefits, change in benefits due to family status change or open enrollment.
2	Employee can access link on SPO resources page or at <a href="http://www.mybenefitsnm.com">www.mybenefitsnm.com</a> .
3	Employee submits change via the website, prints a copy for their records and send a copy to <a href="mailto:HR.Operations@state.nm.us">HR.Operations@state.nm.us</a> .
4	HR Operations ensures benefit change has been entered and forwards the form to Records for filing in the employee personnel file.