What is MyNYSHIP?
My New York State Health Insurance Program (MyNYSHIP) is our new secure web site where active New York State employees can get online access to their own health insurance record.

Through MyNYSHIP you can:
- View your enrollment information under NYSHIP and the NYS Dental and Vision Plans
- Order ID cards for yourself and covered dependents if enrolled in The Empire Plan
- Update your address with NYSHIP
- Change your health insurance option during the annual Option Transfer Period

Don’t Delay – Register for MyNYSHIP Today!
Once you register for MyNYSHIP you will be sent an ‘Activation Code’ in the mail. You will need this code in order to process transactions through MyNYSHIP. Register for MyNYSHIP right away so you have everything you need once the Option Transfer Period begins.

How do I register?
There are two ways to start the MyNYSHIP registration process:
- Visit the Department of Civil Service web site at www.cs.state.ny.us. Select Benefit Programs, then NYSHIP Online. Choose your group, if prompted, then select MyNYSHIP – Employee Self-Service.
or
- Go directly to www.cs.state.ny.us/mynyship
You will need a NYS Civil Service user ID to access your MyNYSHIP account. If you do not already have one, you will be given an ID and password through the MyNYSHIP registration process.

Your Privacy is Important to Us
The privacy and protection of your health information is important to us. To ensure that only you are given access to your personal information, during the registration process we will compare information you enter against your NYSHIP enrollment record maintained by your agency. The information you enter needs to match what is in your NYSHIP enrollment record before access to MyNYSHIP will be granted.

If you get a message that certain information can’t be verified, please see your agency Health Benefits Administrator, usually located in your Personnel Office, to verify the accuracy of your health insurance enrollment record.
Welcome to MyNYSHIP!

• Frequently Asked Questions

MyNYSHIP Features

Home   My Enrollment Summary  My Address  Order Empire Plan ID Card  Option Transfer  Plan Comparison Tool  Contact Us  Logout

MyNYSHIP Self Service

Welcome! The information contained in this site pertains to your enrollment in the New York State Health Insurance Program (NYSHIP), NYS Dental Plan and NYS Vision Plan.

Through MyNYSHIP you can:

- View a summary of your medical, dental and vision benefits
- Update your address with NYSHIP and the NYSHIP insurance carriers
- Order ID cards for yourself and covered family members when enrolled in The Empire Plan
- Any other changes that you would like to make to your record must be done through your Health Benefits Administrator.

Your Health Benefits Administrator

Agency: xxxx-Your Agency Name

Health Benefits Administrator's Name

Administrator: 123 Agency Address
City, State Zip Code
Phone: # # # - # # # - # # #

Dependent Name         Relationship      Date of Birth      Sex

* This enrollment information is based on the most current data we have on record. This does not guarantee eligibility under any benefit program administered by the Department of Civil Service. Eligibility is determined at the time services are received.

Contact Us FAQ Privacy Policy Using This Site Site Map EOP

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Your agency Health Benefits Administrator’s Contact Information

Your agency Health Benefits Administrator, usually located in your Personnel Office, is the person to contact with benefits questions and for additional important information.

My Enrollment Summary

On ‘My Enrollment Summary’ you can view your enrollment in NYSHIP and the New York State Dental and Vision plans. Any dependents who are enrolled on your plan will be displayed as well.

- If you are enrolled in The Empire Plan, your ID number will be displayed here.

Please Note: Enrollment in Dental or Vision benefits through a union Employee Benefit Fund will not be reflected in MyNYSHIP.
Option Transfer

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Option Transfer

The Option Transfer Period for option changes effective [xx/xx/2008] is now open. Within this transaction you can verify your current option, get information on what other options are available to you, and submit a request to change options.

Current Coverage - [xx/xx/2007]

Coverage Type: Employee

Medical - The Empire Plan
ID#: 999999999

Dependent Name: [Dependent Name]
Relationship: [Relationship]
Date of Birth: [Date of Birth]
Sex: [Sex]

Your Plan Choices

The following factors determine your choice of options:

Your Group Is: [Your Group]
County in which you live: [County]
County in which you work: [County]
Are you or a covered dependent medicare eligible? [Yes/No]

Please Note: In order to enroll in a particular Health Maintenance Organization (HMO), you must either live or work in a county served by that HMO. All NYSHIP enrollees may enroll in The Empire Plan.

Your options are presented below. If you are ready to submit a change, choose one of the following options and select "Submit My Option Change": your option change will be effective [xx/xx/2008].

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Bi-Weekly Premium Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Empire Plan</td>
<td>$89.59</td>
</tr>
<tr>
<td>MVP Health Care (East)</td>
<td>$82.92</td>
</tr>
<tr>
<td>Capital District Plan</td>
<td>$86.12</td>
</tr>
<tr>
<td>Empire BCBS CMO (Upstate)</td>
<td>$109.28</td>
</tr>
<tr>
<td>Empire BCBS WMC (Upstate)</td>
<td>$144.52</td>
</tr>
</tbody>
</table>

Submit My Option Change: [Start Over]

Need More Information?
If you want more information about your choices before making a selection, click on a plan name above for more details or use our Plan Comparison Tool to compare multiple plans side by side.

Compare Plans

Option Transfer

- The effective date of Option Transfers for your group will be displayed here.
- Your current coverage for medical benefits will be displayed here.
- The county of your home address will be displayed here.
- You need to select the county in which you work.
- Indicate here if you or a covered dependent is eligible for Medicare.
- Click here to see your choices once you have made all the required selections.
- Based on the information you provided on the previous page, the options for which you are eligible will be displayed here.
- The employee cost for each plan will be displayed here. The Option Transfer transaction in MyNYSHIP only allows you to change options, not to change from Individual to Family or from Family to Individual coverage. If you need to make this type of change, please see your agency Health Benefits Administrator.
- If you are ready to submit your Option Change, make your selection and click here or
- You can use our Plan Comparison Tool to learn more about each plan.
Q. When can I submit my Option Transfer through MyNYSHIP?
A. When rates are approved (usually in November), NYSHIP Rates & Deadlines will be sent to your agency and mailed to your home. The new rates will be posted on our web site, and the Option Transfer transaction will be made available on MyNYSHIP. You have until the specified deadline to change your option.

Q. What if I make a mistake or need help processing my Option Transfer through MyNYSHIP?
A. If you have difficulty processing your Option Transfer you can use our Contact Us page to submit a request for assistance. You also still have the option of submitting your Option Transfer through your agency Health Benefits Administrator.

Q. Can I change my option more than once during the Option Transfer Period?
A. Yes, you are allowed to submit multiple Option Transfer requests during the 30-day Option Transfer Period. You will be enrolled in the option you select in your latest request regardless of whether it was done online or through your agency Health Benefits Administrator.

Q. If I forget to print the confirmation screen is there another way to retrieve this information?
A. Once you have successfully submitted an Option Transfer, your new option choice will be reflected on the My Enrollment Summary page on MyNYSHIP. Therefore, you can always return to that page to confirm your option change and the effective date. It is recommended that you print a copy of this page for your records.

Q. How soon can I use my new benefits?
A. The effective date of your new benefits will depend on whether you are on an Administration or Institution payroll cycle. The effective date of Option Transfers for your group will be specified in NYSHIP Rates & Deadlines.

Q. When will I receive my new ID card?
A. It usually takes 3 to 4 weeks to receive your new ID cards. ID card requests are generated automatically when you submit your Option Transfer request.