

# Changing your health insurance option?

Sign up for MyNYSHIP and you can change your option online!



New York State Health Insurance Program

## 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](http://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/mynship](http://www.cs.state.ny.us/mynship)

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.

Department of Civil Service  
>> Web Applications Log In

! Do not bookmark this page! Please complete the login process before bookmarking any pages.  
You need a Civil Service User ID and Password to access this Secure Site.

Enter your User ID and Password:

User ID:   
Password:

Submit  
[I forgot my Password](#)

Don't have a Civil Service User ID?  
[Sign Up](#)

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myshiponline

### Benefits Self-Service Registration

The privacy and protection of your health information is important to us. To gain access to your New York State Health Insurance Program (NYSHIP) record, please enter the following information:

Enter Your Information

Fields marked with an asterisk \* are required.

Last Name \*

Social Security Number \*

Zip Code \*

Date of Birth \*  /  /   
mm dd yyyy

Email Address

If you have a new email address, enter it here:

Submit Reset

[Logout - Proceed to NYSHIP Online](#) [Contact Us](#)

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## MyNYSHIP Home Activation Code

As part of the registration process, an Activation Code, a unique number generated specifically for you, will be sent to your home address on record at the time of registration. Once you receive your Activation Code in the mail, return to MyNYSHIP and enter it here. You must enter this code, one time only, before we will allow you to process any transactions through MyNYSHIP. We do this to ensure the protection and privacy of your NYSHIP enrollment information.

The screenshot shows the MyNYSHIP Home page for an employee. The navigation bar includes 'Job Seekers', 'Employees', 'Retirees', and 'HR Professionals'. The main header reads 'nyshiponline' and 'NYSHIP Online Home'. Below this, there are links for 'Your Group • Your Plan', 'Text Version | Adjust Text', and 'Logout'. The left sidebar contains the MyNYSHIP logo, the user name 'John Q. Enrollee', a 'Welcome to MyNYSHIP!' message with links for 'What is MyNYSHIP?' and 'Frequently Asked Questions', and a 'MyNYSHIP Features' menu with 'Home' selected and other options like 'My Enrollment Summary', 'My Address', 'Order Empire Plan ID Card', 'Option Transfer', 'Plan Comparison Tool', 'Contact Us', and 'Logout'. Below the menu is a 'Want to make changes to your record?' section with a 'Request Activation Code' button and an input field for the activation code. The main content area is titled 'MyNYSHIP Self Service' and contains a welcome message, a list of services available through MyNYSHIP, and a section for 'Your Health Benefits Administrator' with fields for Agency, Health Benefits Administrator, and contact information.

## 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.

The screenshot shows the MyNYSHIP page for an employee. The navigation bar is the same as the previous screenshot. The main header is 'nyshiponline' and 'NYSHIP Online Home'. Below this, there are links for 'Your Group • Your Plan', 'Text Version | Adjust Text', and 'Logout'. The left sidebar contains the MyNYSHIP logo, the user name 'John Q. Enrollee', a 'Welcome to MyNYSHIP!' message, and a 'MyNYSHIP Features' menu with 'Home' selected and other options like 'My Enrollment Summary', 'My Address', 'Order Empire Plan ID Card', 'Option Transfer', 'Plan Comparison Tool', 'Contact Us', and 'Logout'. The main content area is titled 'My Enrollment Summary \*' and contains information about the user's enrollment in the New York State Health Insurance Program (NYSHIP), NYS Dental Plan and NYS Vision Plan. It includes a table for 'Current Coverage - xx/xx/2007' with columns for 'Medical', 'Dental', and 'Vision' coverage. The table shows that the user is enrolled in The Empire Plan with an ID number of 999999999. The table also lists dependent information for the user's spouse and daughter.

Dependent Name	Relationship	Date of Birth	Sex
Dependent1 Name	Spouse	05/31/1968	Female
Dependent2 Name	Daughter	06/03/1987	Female

## 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

The Empire Plan is a health insurance option that is always available no matter where you live or work. You may also choose a NYSHIP HMO that is accepting new members and has a service area where you live or work.

**nyshiponline**  
NYSHIP Online Home

Your Group • Your Plan    Text Version | Adjust Text    Logout

**MyNYSHIP**  
New York State Health Insurance Program  
**John Q. Enrollee**

Welcome to MyNYSHIP!

- What is 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

**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	Relationship	Date of Birth	Sex
Dependent1	Name	Spouse	05/31/1968	Female
Dependent2	Name	Daughter	06/03/1987	Female

**Your Plan Choices**

The following factors determine your choice of options:

Your Group Is: Your Group

County in which you live:

County in which you work:

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.

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## 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.

**nyshiponline**  
NYSHIP Online Home

Your Group • Your Plan    Text Version | Adjust Text    Logout

**MyNYSHIP**  
New York State Health Insurance Program  
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Welcome to MyNYSHIP!

- What is MyNYSHIP?
- Frequently Asked Questions

**MyNYSHIP Features**

- Home
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**Option Transfer**

According to our current records on xx/xx/2008 you will be enrolled in: **The Empire Plan**

**Option Choices**

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.

Choose One:	Plan Name	Bi-Weekly Premium	Family
<input checked="" type="radio"/>	The Empire Plan	\$89.59	
<input type="radio"/>	MVP Health Care (East)	\$82.92	
<input type="radio"/>	Capital District PHP	\$86.12	
<input type="radio"/>	QHI HMO	\$109.28	
<input type="radio"/>	Empire BCBS HMO (Upstate)	\$144.52	

**Need More Information?**

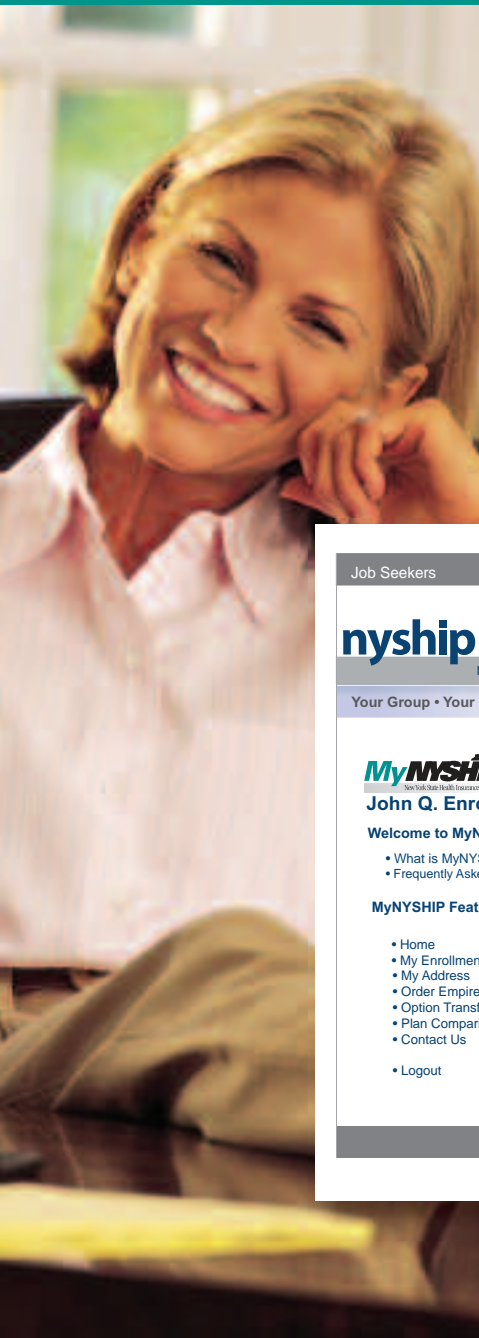
If you want more information about your choices before making a selection, click on a plan name above for more details or use our [Plan Comparison Tool](#) to compare multiple plans side by side.

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- 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.



# MyNYSHIP Q&A



## 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.

The screenshot shows the MyNYSHIP online portal interface. At the top, there are navigation tabs for Job Seekers, Employees, Retirees, and HR Professionals. The main header reads 'nyshiponline' and 'NYSHIP Online Home'. Below this, there are links for 'Your Group • Your Plan', 'Text Version | Adjust Text', and 'Logout'. The main content area is titled 'Option Transfer' and displays a 'Transaction Successfully Processed' message. It states: 'Your Option Transfer request has processed successfully as follows: Today's Date: xx/xx/2007, Option Change Effective: xx/xx/2008, Option Name: MVP Health Care (East), Option Code: 060, Coverage Type: Family, Employee Premium: \$82.92, Premium Frequency: Biweekly'. A 'Print this page for your records' button is visible. On the left side, there is a 'Welcome to MyNYSHIP!' section for 'John Q. Enrollee' with links to 'What is MyNYSHIP?' and 'Frequently Asked Questions'. Below that, there is a 'MyNYSHIP Features' section with a list of links: Home, My Enrollment Summary, My Address, Order Empire Plan ID Card, Option Transfer, Plan Comparison Tool, Contact Us, and Logout. At the bottom of the page, there are links for 'Contact Us', 'FAQ', and 'Privacy Policy', along with a copyright notice: 'Copyright A © 2007 New York State Department of Civil Service. Web Site Feedback | Accessibility | Disclaimer'.

Once you have successfully submitted your Option Transfer request, a summary of the transaction will be displayed. You can print this page for your records.