STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
THE STATE CAMPUS
ALBANY, NEW YORK 12239

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TO: Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: EBD OnLine Access Request
DATE: November 6, 2000

EBD OnLine is a password-secure Web site that provides employee benefits information on the Internet. EBD OnLine was introduced to New York State Agency and Participating Employer Health Benefit Administrators on June 28, 2000 and then to Participating Agency Health Benefits Administrators on September 18, 2000. EBD OnLine is an *additional* resource for HBAs with Internet access.

HBAs have been able to use EBD OnLine by entering their individual New York Eligibility and Accounting System (NYBEAS) User ID and a password. If you are currently not using NYBEAS but are thinking about it, please read the back of this memo to learn more about NYBEAS.

Now, authorized personnel <u>without</u> NYBEAS access may request access to EBD OnLine.

▪ If you work directly with employee benefits

▪ and, if you do not have a NYBEAS User ID

▪ and, if your Agency authorizes your access,

you may complete and return the enclosed form, "*Information Resource Management – Agency Request for Access to New York Benefits Eligibility and Accounting System (NYBEAS) and/or EBD OnLine*" (IRM Form 304.) **Be sure to check the box requesting EBD OnLine access only.** Please complete one form for each user.

Or,

▪ If you are a Health Benefit Administrator

▪ and, if you are not already an authorized NYBEAS user and would like to be

▪ and, if you would like access to EBD OnLine

▪ and, if your Agency authorizes your access,

you may complete and return the enclosed form, **making sure to check both EBD OnLine and NYBEAS boxes to request access to both resources.** Please complete one form for each user.

The mailing address and fax number are on the bottom of the Agency Request form.

You must be an authorized user to access NYBEAS or EBD OnLine. Any unauthorized use constitutes fraud.

Enclosures (1)

New York Benefits Eligibility and Accounting
In 1999, the Employee Benefits Division converted the NYSHIP eligibility and accounting systems into one system called NYBEAS (New York Benefits Eligibility and Accounting System). This new system significantly improved the eligibility and accounting functions of NYSHIP. It speeds up the enrollment process for you, allows you to directly access enrollment information for your agency, provides you with pre-submission correction of most processing errors, and allows you to view new health insurance identification card numbers as soon as they are assigned.

The majority of New York State Agencies and Participating Employers have access to NYBEAS. Using NYBEAS is mandatory for certain Participating Agencies and optional for others. Agencies are required to use NYBEAS if they submit more than 100 transactions per year. Small Participating Agencies may also use NYBEAS if they have the necessary equipment. Agencies using NYBEAS no longer submit paper transaction forms to the central enrollment file -- transactions are submitted directly to the central file via PC and update the central enrollment file immediately. Agencies using NYBEAS have real time access to enrollment records <u>for their own employees</u> (there is no access to claims data, however.) Small agencies not equipped to utilize NYBEAS have continued to submit paper transaction forms to the Employee Benefits Division. Prior to using NYBEAS, it is recommended that the user(s) attends a training session at the Department of Civil Service in Albany, to become familiarized with the new system. This training is scheduled when individual NYBEAS access is approved.

While all the necessary software and updates are provided free of charge, each employer absorbs the cost of any hardware upgrades needed and any connectivity costs (modem and phone line), as well as all costs associated with attending the training session here in Albany.

   Access Requirements for NYBEAS:

- Desk-top Computer running Windows 3.1, 95 or newer
Either - Modem connected to an outside phone line
Or, - A "TCP/IP" connection through the NYS Office for Technology's NYeNet*

NOTE: The NYS Department of Civil Service supplies all software necessary to access your agency's data only. System security requires use of a password by authorized individuals only. We recommend that each agency designate two authorized users -- a primary contact and a back-up contact. If you would like to convert to NYBEAS, please complete the attached User ID Request for Access form (one for each user) and mail or fax this certification to the Department of Civil Service. Your fax may be directed to (518) 485-5588. Questions about the computer requirements or connecting to NYBEAS should be directed to the NYS Department of Civil Service Help Desk at: (800)-422-3671, (518) 457-5406, or e-mail them at HelpDesk@cs.state.ny.us.

*To find out more information about NYeNet, please go to the NYS Office for Technology Web site at http://www.oft.state.ny.us or contact Pamela Lacey at: phone (518) 402-2010, fax (518) 473-3389, e-mail pamela.lacey@oft.state.ny.us or write her at the NYS Office for Technology, Executive Chamber, State Capitol, Albany, NY 12224.