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STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

NANCY G. GROENWEGEN
COMMISSIONER

PA 10-25
PA EX 10-21

To: Participating Agency Chief Executive Officers
& Health Benefits Administrators

From: Robert W. DuBois, Director of the Employee Benefits Division

Subject: NYSHIP Regional Meetings for 2010

Date: August 18, 2010

We are pleased to announce the 2010 NYSHIP Regional Meetings for Participating Agencies. Staff of the Employee Benefits Division will present information about benefit and policy issues including the recent Federal Health Care Reform Legislation and its impact on NYSHIP, as well as an update on current projects, including the Dependent Eligibility Verification Project and the Participating Agency Self-Audit. The agenda will also include 2010 Empire Plan financial experience and the latest information on projected rates for 2011.

You are invited to attend one of the following sessions:

- **Tuesday, September 28, 2010 -- 10:00 a.m. to 3:00 p.m.**
Holiday Inn – Saratoga Springs (Saratoga County)
232 Broadway
Saratoga Springs, New York 12866
- **Wednesday, October 6, 2010 -- 10:00 a.m. to 3:00 p.m.**
Holiday Inn – Suffern (Rockland County)
3 Executive Boulevard
Suffern, New York 10901
- **Thursday, October 7, 2010 -- 10:00 a.m. to 3:00 p.m.**
Hyatt Regency Long Island (Suffolk County)
1717 Motor Parkway
Hauppauge, New York 11788

(Note: Registration will begin promptly at **9:30 a.m.** for each session above. Directions to each meeting site will be provided with confirmation of your submitted **Online** registration.)

Online Registration

You may register **Online** beginning August 25th; see instructions below.

All reservations must be received by September 15th in order to finalize luncheon arrangements and plan for adequate meeting materials. It is **very important** that you include an accurate e-mail address. Confirmation of your registration, including directions to the meeting site, will be sent via e-mail.

- **Agencies (HBAs) With Access to HBA Online**

You may submit reservations for yourself and/or on behalf of other agency representatives on the Department's website at <https://www.cs.state.ny.us>.

1. On the homepage, click on "**Benefit Programs**" on the navigation bar on the left of the screen.
2. Select "**HBA Online**" on the resulting page.
3. Sign on with your HBA Online User ID and password.
4. Click on the red button, "**Register Online Here for Fall 2010 Regional PA Meetings.**" This will bring you to NYSHIP Regional Meetings for Participating Agencies. You will find all of the information needed to register for the meeting of your choice, directions and map links to meeting sites. After you have submitted your online registration, you may print a copy of the registration confirmation form for your records.

- **Agencies and Organizations Without Access to HBA Online**

You may register at: www.cs.state.ny.us/ebd/welcome/pa-regional-meeting.cfm.

Important:

If you are an HBA or otherwise have responsibility for benefit administration, we recommend you obtain an HBA Online User ID. HBA Online provides you with easy access to NYSHIP information and features to assist you with your administrative duties.

To obtain an HBA Online User ID:

Act Now! Please complete the **Information Resource Management (IRM-302)** form, and fax it to the NYS Department of Civil Service IRM Help Desk at (518) 485-5588 to request access. You will receive a User ID and a temporary password in the mail in approximately 10 business days. Please note that the form requires the signature of your Agency Data Access Officer. If you are not sure who that is, the Department of Civil Service Help Desk will be happy to provide you with that information.

If you need a copy of the IRM-302 form or have any questions, please contact (518) 485-1771.



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**INFORMATION RESOURCE MANAGEMENT
PARTICIPATING AGENCY REQUEST FOR ACCESS TO
NEW YORK BENEFITS ELIGIBILITY AND ACCOUNTING
SYSTEM (NYBEAS)**

IRM-302 (2/06)

User Information	SS #	<input type="text"/>	Agency Code	<input type="text"/>	Authorized Civil Service User ID Approved User ID <input type="text"/>	
	Name	<input type="text"/>				
	Last	<input type="text"/>				
	First	<input type="text"/>	M.I.	<input type="text"/>		
	Title	<input type="text"/>				
	Work Phone	<input type="text"/>	<input type="text"/>	E-Mail Address	<input type="text"/>	

Personal Privacy Protection Law Notification

The information you provide on this application is being requested for the principal purpose of processing a request for access to one or more information data base systems. The information will be used in accordance with Section subdivisions (b), (e) and (f). Failure to provide the information requested may prevent this agency from processing your request. This information will be maintained by the Director, Information Resource Management, NYS Department of Civil Service, Albany, NY 12239. For information concerning the Personnel Privacy Protection Law, call (518) 457-9375.

Mailing Address	Agency Name	<input type="text"/>									
	Bldg./Rm.	<input type="text"/>									
	Street	<input type="text"/>									
	City	<input type="text"/>	State	<input type="text"/>	ZIP Code	<input type="text"/>					

Check Action To Be Taken and Access Privileges →	NYBEAS:
	Permissions <input type="checkbox"/> New ID <input type="checkbox"/> Change <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Reassign any worklist items to: _____
	Other Systems <input type="checkbox"/> Benefits Eligibility and Accounting (NYBEAS) <input type="checkbox"/> HBA On-Line

Agency Authorization	I authorize the person named above to have access to the application identified above. I am requesting that the Department assign a user Identification number to this employee.			
	Signature			Date
	Name (Please Print)	Title	Telephone No.	FAX #
	Send Completed Forms To: IRM HELP DESK NYS Department of Civil Service Albany, New York 12239 Or Fax To: 518-485-5588			