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PA 11-08
PAEX 11-05
PE 11-08

TO: Participating Agency and Participating Employer Health Benefits Administrators

FROM: Employee Benefits Division (EBD)

SUBJECT: Reconciliation Listing

DATE: May 2, 2011

This memo is to advise you of the automation of the reconciliation listing that you presently receive quarterly with your bill. Starting May 2, Health Benefit Administrators (HBA's) will be able to run/print their Agency's reconciliation listings themselves. A new page has been created in NYBEAS that allows users to run their own reconciliation reports.

The ability to create this report allows HBA's to produce it at anytime of the month. HBA's also will have the option of creating the report in the following formats:

- PDF
- HTML file
- Excel file

Detailed instructions on the procedures to run your reconciliation listing are enclosed. Also included are directions on how to match your Agency's reconciliation listing to your Agency's billing statement.

In May it will be mandatory for all Participating Employers/Agencies to have access to NYBEAS. Those agencies not on NYBEAS will be contacted by letter with the information necessary to sign up for NYBEAS.

The automation of the reconciliation listing will assist HBA's in maintaining accurate, up-to-date enrollment records for their Agency. If you have questions regarding this memo, you may contact your processor at 518-474-2780.