

Instructions to Update an Address in NYBEAS

When making a change to an enrollee's address, it must be done within Benefits > Transactions > Personal/Employment as shown below.

The screenshot shows the NYBEAS web application interface. On the left is a 'Menu' with various options. The main content area is titled 'Name / Id Address/Phone Personal Details'. The 'Personal Details' tab is selected. Below this, there are sections for 'Employment Information', 'Medical Benefit Plan', 'Current Addresses', 'Phone Information', and 'Email Addresses'. The 'Current Addresses' section shows a table with one address: 'Home' at '1 SOUTH SWAN STREET, ALBANY, NY 12239'. To the right of this address is a link labeled 'Add Address Detail'. Below the 'Current Addresses' section are buttons for 'Save', 'Return to Search', 'Previous tab', and 'Next tab'. At the bottom right, there are buttons for 'Include History' and 'Correct History'.

Name / Id	Address/Phone	Personal Details
Employment Information		
SAMPLE, SALLY		EmplID: TRAIN0801
Medical Benefit Plan		
Benefit Plan	001	Description The Empire Plan
Plan Type	10	Termination Date
Current Addresses		
Address Type	As Of Date	Status Address
Home		1 SOUTH SWAN STREET ALBANY, NY 12239 ALBANY
		Add Address Detail
Phone Information		
*Phone Type	Telephone	
01-Home	518/884-8888	
Email Addresses		
*Email Type	*Email Address	Preferred

In order to change an address, click on the Add Address Detail Link on the Address page.

This screenshot is similar to the one above, but with a red arrow pointing to the 'Add Address Detail' link in the 'Current Addresses' section. The arrow originates from the text 'In order to change an address, click on the Add Address Detail Link on the Address page.' and points directly to the link.

Name / Id	Address/Phone	Personal Details
Employment Information		
SAMPLE, SALLY		EmplID: TRAIN0801
Medical Benefit Plan		
Benefit Plan	001	Description The Empire Plan
Plan Type	10	Termination Date
Current Addresses		
Address Type	As Of Date	Status Address
Home		1 SOUTH SWAN STREET ALBANY, NY 12239 ALBANY
		Add Address Detail
Phone Information		
*Phone Type	Telephone	
01-Home	518/884-8888	
Email Addresses		
*Email Type	*Email Address	Preferred

Click the Plus icon to enter the new address.

Address History

Address Type: Home

*Effective Date	Country	Status	Address:
01/01/2014	USA	A	1 SOUTH SWAN STREET ALBANY, NY 12239 ALBANY
12/26/2013	USA	A	PO BOX 21 ALBANY, NY 12239 ALBANY

OK Cancel

Enter the effective date of the new address and click Add Address.

Address History

Address Type: Home

*Effective Date	Country	Status	Address:
02/11/2014	USA	A	1 SOUTH SWAN STREET ALBANY, NY 12239 ALBANY
01/01/2014	USA	A	1 SOUTH SWAN STREET ALBANY, NY 12239 ALBANY

Add Address

Input the new address using CAPITAL letters on address line 1.

Edit Address

Country: United States

Postal: 12239

Address 1: 5 EAGLE STREET

Address 2:

County: ALBANY

City: ALBANY State: NY New York

OK Cancel

[New Window](#)

If the address includes a “Care Of”, include C/O and the person’s name on address line 1. The street address must be on address line 2.

Edit Address

Country: United States

Postal: 12239

Address 1: C/O JOHN SMITH

Address 2: 5 EAGLE STREET

County: ALBANY

City: ALBANY State: NY New York

OK Cancel

If the address includes an apartment number, APT and the number must be inputted on Address line 1. The street address must be on Address line 2. Click OK when it is completed.

Edit Address

Country: United States

Postal: 12239

Address 1: APT 13

Address 2: 5 EAGLE STREET

County: ALBANY

City: ALBANY State: NY New York

OK Cancel

Click Save in order to save the changes made within Personal/Employment. The most recent address will be reflected under NYBEAS Update History.

Personal Details

Employment Information

SAMPLE, SALLY EmplID: TRAIN0801

Medical Benefit Plan

Benefit Plan	Description
001	The Empire Plan

Plan Type 10 Termination Date

Current Addresses

Address Type	As Of Date	Status	Address
Home	02/11/2014	A	APT 13 5 EAGLE STREET ALBANY, NY 12239 ALBANY

Phone Information

*Phone Type	Telephone
01-Home	518/884-8888

Instructions to Add a Street Address to a Member who has a PO Box

If an enrollee uses a PO Box as their mailing address, the enrollee's physical address must also be on file in order to enroll properly into Empire Plan Medicare Rx. Click the plus icon under the Current Addresses bar located next to the Edit/View Address Detail Link.

Navigation menu: OOP, PEP, Survivor, Young Adult Enrollment, Benefit Plan Change, Benefit Program Change, Billing Option Change, Cancel Enrollment, Change Coverage, Comments, Contribution Rate Change, Corrections Requests, Unsettled Grp, Contribution Chg, Dependent Add, Dependent/Beneficiary, Dependent Delete, Empire Card, Request/History.

Member Profile: **NAME / ID** | **Address/Phone** | **Personal Details**

Employment Information
SAMPLE, SALLY | EmplID: TRAIN0801

Medical Benefit Plan
Benefit Plan 001 | Description The Empire Plan
Plan Type 10 | Termination Date

Current Addresses | Customize | Find | View All | Last

Address Type	As Of Date	Status	Address	Edit/View Address Detail
Home	12/26/2013	A	PO BOX 21 ALBANY, NY 12239 ALBANY	Edit/View Address Detail + -

Phone Information | Customize | Find | First | 1 of 1 | Last

Change the Address Type to Permanent.

Navigation menu: Benefit Program Change, Billing Option Change, Cancel Enrollment, Change Coverage, Comments, Contribution Rate Change, Corrections Requests, Unsettled Grp, Contribution Chg, Dependent Add, Dependent/Beneficiary, Dependent Delete, Empire Card, Request/History, Enroll/Waive Benefits, Federal Qualification Change, Letter Notification.

Medical Benefit Plan
Benefit Plan 001 | Description The Empire Plan
Plan Type 10 | Termination Date

Current Addresses | Customize | Find | View All | Last

Address Type	As Of Date	Status	Address	Edit/View Address Detail
Home	12/26/2013	A	PO BOX 21 ALBANY, NY 12239 ALBANY	Edit/View Address Detail + -

Address Type dropdown: Home, Home, **Permanent**

Add Address Detail + -

Phone Information | Customize | Find | First | 1 of 1 | Last

*Phone Type | Telephone

Click on Add Address Detail.

Navigation menu: Billing Option Change, Cancel Enrollment, Change Coverage, Comments, Contribution Rate Change, Corrections Requests, Unsettled Grp, Contribution Chg, Dependent Add, Dependent/Beneficiary, Dependent Delete, Empire Card, Request/History, Enroll/Waive Benefits, Federal Qualification Change.

Medical Benefit Plan
Benefit Plan 001 | Description The Empire Plan
Plan Type 10 | Termination Date

Current Addresses | Customize | Find | View All | Last

Address Type	As Of Date	Status	Address	Edit/View Address Detail
Home	12/26/2013	A	PO BOX 21 ALBANY, NY 12239 ALBANY	Edit/View Address Detail + -

Address Type dropdown: Permanent

Add Address Detail + -

Phone Information | Customize | Find | First | 1 of 1 | Last

*Phone Type | Telephone

Enter the country where the enrollee lives in and click Add Address.

[New Window](#)

Menu

- Transactions
 - Employee Life
 - OOP
 - PEP
 - Survivor
 - Young Adult Enrollment
 - Benefit Plan Change
 - Benefit Program Change
 - Billing Option Change
 - Cancel Enrollment
 - Change Coverage
 - Comments
 - Contribution Rate Change
 - Corrections Requests
 - Unsettled Grp Contribution Chg

Address History

Address Type: Permanent

Address History

Find First 1 of 1 Last

*Effective Date	Country	Status	Address:	
02/11/2014	USA	A		Add Address

OK Cancel

Enter the enrollee's physical address as indicated above and click OK.

Employee Life

OOP

PEP

Survivor

Young Adult Enrollment

Benefit Plan Change

Benefit Program Change

Billing Option Change

Cancel Enrollment

Change Coverage

Comments

Contribution Rate Change

Corrections Requests

Unsettled Grp Contribution Chg

Edit Address

Country: United States

Postal: 12239

Address 1: 5 EAGLE STREET

Address 2:

County: ALBANY

City: ALBANY State: NY New York

OK Cancel

Note that both the home and permanent address will appear. Click Save in order to save the changes made within Personal/Employment.

Change Coverage

Comments

Contribution Rate Change

Corrections Requests

Unsettled Grp Contribution Chg

Dependent Add

Dependent/Beneficiary

Dependent Delete

Empire Card Request/History

Enroll/Waive Benefits

Federal Qualification Change

Letter Notification

Married-Marriage Equality Act

Medicare Change

MRX Exception

National Medical Support Order

Payment Method Change

PE First Eligibility Dates

Address Type	As Of Date	Status	Address	Edit/View Address Detail
Home	12/26/2013	A	PO BOX 21 ALBANY, NY 12239 ALBANY	Edit/View Address Detail
Permanent	02/11/2014	A	5 EAGLE STREET ALBANY, NY 12239 ALBANY	Edit/View Address Detail

Phone Information

*Phone Type

Telephone

01-Home

518/884-8888

Email Addresses

*Email Type

*Email Address

Preferred

Save Return to Search Previous tab Next tab

[Name / Id](#) | [Address/Phone](#) | [Personal Details](#)

Include History

Correct History

When a PO Box is also listed for a dependent becoming Medicare eligible, the dependent's record should also have a physical (Permanent) address on file. In order to add the physical address, the update must occur in Benefits > Transactions > Dependent/Beneficiary.

On the Address Page, click the plus icon to add the physical address.

Employee Life
 OOP
 PEP
 Survivor
 Young Adult Enrollment
 Benefit Plan Change
 Benefit Program Change
 Billing Option Change
 Cancel Enrollment
 Change Coverage
 Comments
 Contribution Rate Change
 Corrections Requests
 Unsettled Grp Contribution Chg
 Dependent Add
Dependent/Beneficiary
 Dependent Delete
 Empire Card Request/History
 Enroll/Waive Benefits
 Federal Qualification Change
 Letter Notification
 Married-Marriage Equality Act
 Medicare Change

SAMPLE, SALLY EmplID: TRAIN0801

Dependent/Beneficiaries Find | View All First 3 of 3 Last

Dependent/Beneficiary ID: 04 Name: SAMPLE, SAMUEL

Address History Find | View All First 1 of 1 Last

*Effective Date: 02/01/2014

☒ Same Address as Employee Address Type: Home

Employee's Current Address

Country: USA United States

Address: PO BOX 21
 ALBANY, NY 12239
 ALBANY

If the physical address was already updated for the enrollee within Personal/Employment and the dependent has the same physical address, using the drop down box, change the Address Type to Permanent.

OOP
 PEP
 Survivor
 Young Adult Enrollment
 Benefit Plan Change
 Benefit Program Change
 Billing Option Change
 Cancel Enrollment
 Change Coverage
 Comments
 Contribution Rate Change
 Corrections Requests
 Unsettled Grp Contribution Chg
 Dependent Add
Dependent/Beneficiary
 Dependent Delete
 Empire Card Request/History
 Enroll/Waive Benefits
 Federal Qualification Change
 Letter Notification
 Married-Marriage Equality Act
 Medicare Change
 National Medical Support Order
 Payment Method Change
 PE First Eligibility Dates

SAMPLE, SALLY EmplID: TRAIN0801

Dependent/Beneficiaries Find | View All First 1 of 3 Last

Dependent/Beneficiary ID: 02 Name: Tully, Tully

Address History Find | View All First 1 of 2 Last

*Effective Date: 06/05/2014

☒ Same Address as Employee Address Type: Home

Employee's Current Address

Country: USA United States

Address: PO BOX 21
 ALBANY, NY 12239
 ALBANY

☒ Same Phone as Employee Phone Type: 01-Home

Click Save in order to save the changes made within Dependent/Beneficiary.

Dependent/Beneficiary ID: 02 Name: Tully, Tully

Address History Find | View All First 1 of 2 Last

*Effective Date: 06/05/2014

☒ Same Address as Employee Address Type: Permanent

Employee's Current Address

Country: USA United States

Address: 5 EAGLE STREET
ALBANY, NY 12239
ALBANY

☒ Same Phone as Employee Phone Type: 01-Home

Employee's Phone

Phone: 518/884-8888

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#)

[Name](#) | [Address](#) | [Personal Profile](#)