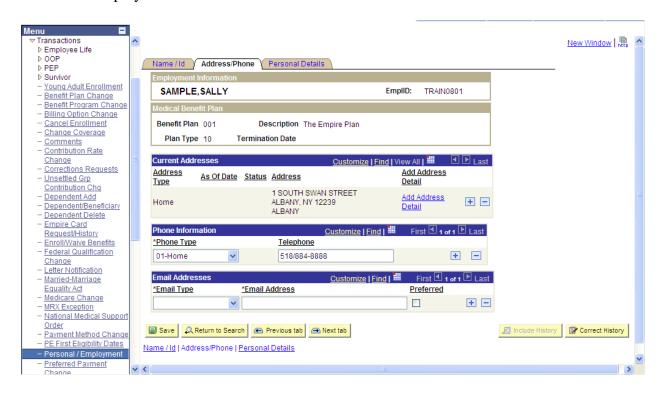
## **Instructions to Update an Address in NYBEAS**

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



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



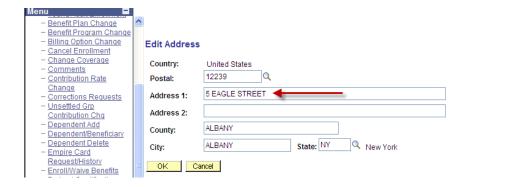
Click the Plus icon to enter the new address.



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



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



New Window | IE.

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.



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.

- Change Coverage	Country:	United States		
- Comments	Do odala	12239		
- Contribution Rate	Postal:	12233		
Change	Address 1:	APT 13 4	_	
- Corrections Requests	Address 1:	74 T 15 🖣		
<ul> <li>Unsettled Grp</li> </ul>		5 EAGLE STREET		
Contribution Chg	Address 2:	S EAGLE STREET		
- Dependent Add		ALBANY		
- Dependent/Beneficiary	County:	ALDAINT		
- Dependent Delete	C:4	ALBANY	State: NY	Q New York
- Empire Card	City:	ALBANT	State: 111	New York
Request/History	014	1		
- Enroll/Waive Benefits	OK C	ancel		
- Federal Qualification				
Change				
- Letter Notification				

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



## 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.



## Change the Address Type to Permanent.



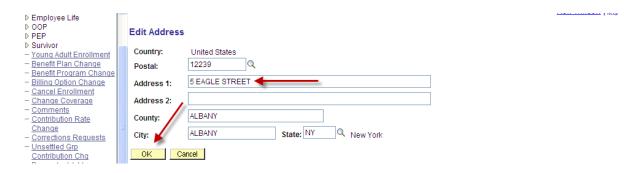
## Click on Add Address Detail.



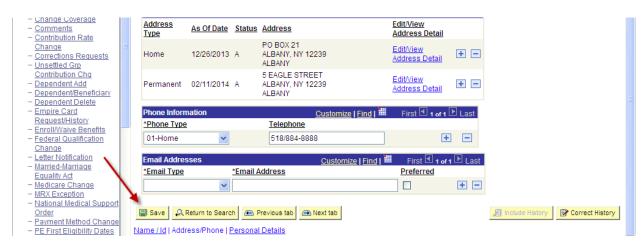
Enter the country where the enrollee lives in and click Add Address.



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



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



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.



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.



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

