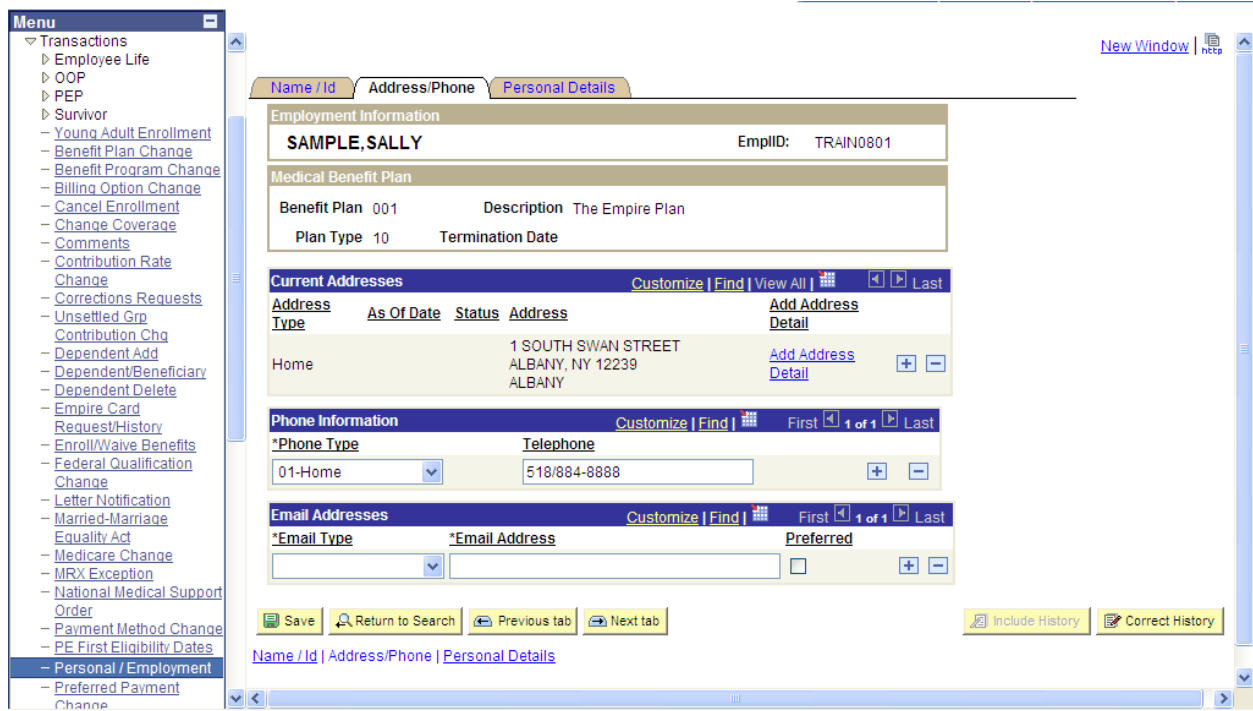
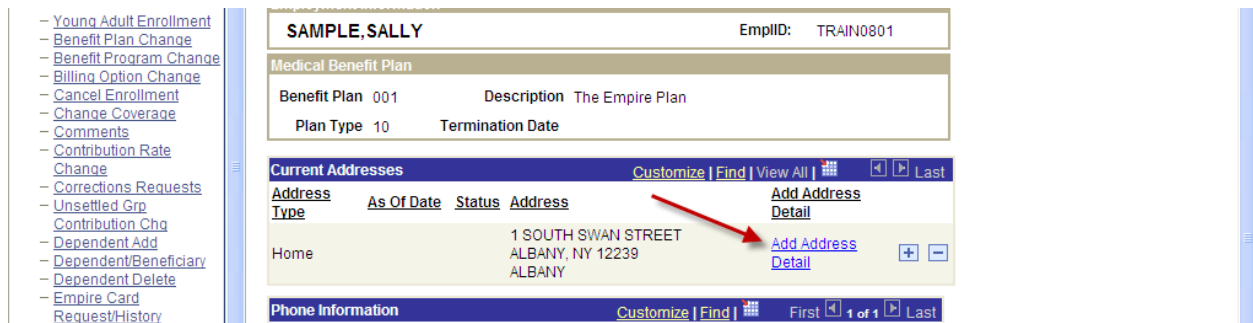


# Instructions to Update an Address in NYBEAS

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.



**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	 <a href="#">Add Address</a>
01/01/2014	USA	A	1 SOUTH SWAN STREET ALBANY, NY 12239 ALBANY	

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.

[New Window](#) |

**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.

[New Window](#) |

**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.

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

**Personal Details**

**Employment Information** EmpID: TRAIN0801

**SAMPLE, SALLY**

**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
Home	02/11/2014	A	APT 13 5 EAGLE STREET ALBANY, NY 12239 ALBANY	Edit/View Address Detail

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

*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.



The screenshot shows the member profile for SALLY SAMPLE. The 'Current Addresses' section contains one entry: Home, 12/26/2013, A, PO BOX 21, ALBANY, NY 12239, ALBANY. A red arrow points to a plus icon (+) located to the right of the 'Edit/View Address Detail' link for this address.

Change the Address Type to Permanent.



The screenshot shows the 'Current Addresses' section with a dropdown menu open. The dropdown menu has 'Home' selected, and a red arrow points to the 'Permanent' option. The 'Add Address Detail' link is visible below the dropdown.

Click on Add Address Detail.



The screenshot shows the 'Current Addresses' section with the dropdown menu set to 'Permanent'. A red arrow points to the 'Add Address Detail' link for this new address type.

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

**Address History**

Address Type: Permanent

*Effective Date	Country	Status	Address:	
02/11/2014	USA	A		<a href="#">Add Address</a>

OK Cancel

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

**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.

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

**Phone Information**

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

**Email Addresses**

\*Email Type: Preferred

Save Return to Search Previous tab Next tab

Include History Correct History

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

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.

The screenshot shows the 'Address' page for dependent 'SAMPLE, SALLY' (EmplID: TRAIN0801). The 'Address History' section displays one entry with an effective date of 02/01/2014. A red arrow points to the plus icon next to the entry. The 'Employee's Current Address' section shows the address: PO BOX 21, ALBANY, NY 12239, ALBANY. The 'Address Type' is currently set to 'Home'.

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.

The screenshot shows the 'Address' page for dependent 'Tully, Tully' (EmplID: TRAIN0801). The 'Address History' section displays one entry with an effective date of 06/05/2014. The 'Address Type' dropdown menu is open, showing 'Home' and 'Permanent' options. A red arrow points to the 'Permanent' option. The 'Employee's Current Address' section shows the address: PO BOX 21, ALBANY, NY 12239, ALBANY. The 'Address Type' is currently set to '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](#)