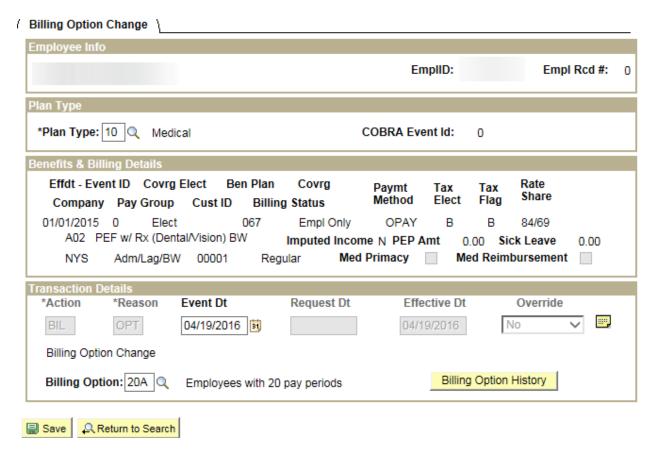## Instructions: How to Change an Employee's Billing Option In NYBEAS

In order to change an employee's Billing Option in NYBEAS, go to Benefits > Transactions > Billing Option Change, enter the enrollee's EMPLID and then press Search. As shown below, enter Plan Type 10 for Medical, the Event Date, the correct Billing Option and press Save.

To review a history of an employee's Billing Options, go to Benefits > History > Billing Options, enter the enrollee's EMPLID and then press Search.