ANDREW M. CUOMO
Governor
LOLA W. BRABHAM
Commissioner

Path to find the new version of the PS-404 form:



## **NYSHIP Insurance Forms and Support Material**

- **❤** Choose the category
  - NYSHIP Claims and Order Forms
  - ✓ Health, Dental and Vision Forms for New York State
     № PS 404 (9/2020) NYS Health Insurance Transaction Form

Additional field under the "Employee Information" section to enter an enrollee's Personal Email Address, listed as item number 9:



## **EMPLOYEE BENEFITS DIVISION**

Health Insurance Transaction Form for NYS & PE Employees

PS-404 (9/2020)

INSTRUCTIONS: READ AND COMPLETE BOTH SIDES/PAGES. PLEASE PRINT AND CHECK THE APPROPRIATE CHOICES.



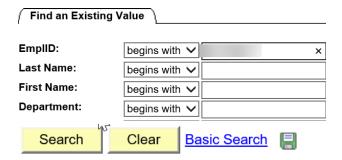
To add or update an enrollee's personal email address in NYBEAS by navigating to Benefits > Transactions > Personal / Employment:



Enter the enrollee's Social Security Number and click on "Search"

## Personal/Employment

Enter any information you have and click Search. Leave fields bla



The following tabs will appear. Click on the "Address/Phone" tab



If there is no email address listed yet, select "Email Type" from the dropdown box and select the relevant type. For this example, we're using the enrollee's "Home" email.



Type in the email address in the "Email Address" field and click on "Save".



When adding more than one type of email, use the plus button. Make sure to check which is the "Preferred" email address. Remember to click "Save".

