



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



You Should Know...
Easy Reference
Publications & Forms
HRA Memo

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:


	Department of Civil Service	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.

EMPLOYEE INFORMATION				(All employees must complete)	
1. Last Name	First Name	MI	2. Social Security Number	3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
4. Permanent Address Street			City	State	Zip
5. Mailing Address (if different) Street			City	State	Zip
6. Work Location & Address Street			City	State	Zip
7. Date of Birth		8. Telephone Numbers Primary () Work ()			
9. Personal Email Address					
10. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated					Marital Status Date
11. Covered under Medicare? Self: <input type="checkbox"/> Yes <input type="checkbox"/> No Spouse/Domestic Partner: <input type="checkbox"/> Yes <input type="checkbox"/> No Child: <input type="checkbox"/> Yes <input type="checkbox"/> No					

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

Main Menu > [Benefits](#) >


Transactions
 Allows for the processing of NYBEAS transactions that change an enrollee's coverage.


Personal / Employment
 Modify 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

Find an Existing Value

EmplID:

begins with ▼

x

Last Name:

begins with ▼

First Name:

begins with ▼


Department:

begins with ▼

Search

Clear

[Basic Search](#)



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.

Email Addresses			Customize	Find	First	1 of 1	Last
*Email Type	*Email Address	Preferred					
<div>▼</div>	<input type="text"/>	<input type="checkbox"/>					

Business
 Campus
 Dorm
 Home
 Other

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

Email Addresses			Customize	Find	First	1 of 1	Last
*Email Type	*Email Address	Preferred					
Home ▼	jane.doe@personalemail.com	<input type="checkbox"/>					

[Save](#)
[Return to Search](#)
[Previous tab](#)
[Next tab](#)

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”.

Email Addresses			Customize	Find	First	1-2 of 2	Last
*Email Type	*Email Address	Preferred					
Home ▼	jane.doe@personalemail.com	<input checked="" type="checkbox"/>					
Business ▼	jane.doe@stateemployeeemail.com	<input type="checkbox"/>					

[Save](#)
[Return to Search](#)
[Previous tab](#)
[Next tab](#)