



Department of Civil Service

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PA21-04
PAEX21-03
PE21-04

TO: NYSHIP PA and PE Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: NYBEAS 101 Training Webinar May 19, 2021
DATE: April 29, 2021

The Employee Benefits Division will be holding an online training webinar on the New York Benefits Eligibility and Accounting System (NYBEAS) open to all Participating Agency and Participating Employer HBAs. The training will cover topics including:

- How to navigate NYBEAS Update History
- How to process new enrollments in NYBEAS
- How to read and leave comments in the NYBEAS Comments Panel
- How to process Retirements
- How to process Medicare Changes

Some of the NYBEAS processing instructions will be specific to Participating Agencies, but Participating Employer HBAs are encouraged to attend since much of the content will be applicable to both groups. Differences will be noted throughout the training.

The live webinar will be conducted on Wednesday May 19, 2021 from 10:00am to 12:00pm and will include a live Q&A session.

To register for the live webinar, click on the registration link at the bottom of the page. Complete the required information and click 'register.' Once you are registered, you will receive an email confirming registration for the webinar. Please ensure your email is correct when registering or you will not receive a confirmation.

We recommend that you test your system prior to the session to be sure your current computer software supports the webinar. This test can be done by accessing the following link <https://www.webex.com/test-meeting.html>. If you experience technical difficulty or are unable to install required software to allow you to test your system, we

suggest you first contact your computer system administrator. If your computer system administrator is unable to resolve, please call the phone number that appears in the upper right-hand corner of the test page (1-888-469-3239).

Registration Link:

[NYBEAS 101 Training May 12, 2021](#)