



PA25-08

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies (PAs)
FROM: Employee Benefits Division
SUBJECT: Notification Preferences Added to *NYSHIP Health Insurance Transaction Form* for PA (PS-503)
DATE: June 17, 2025

The Employee Benefits Division (EBD) has added a Notification Preferences section to the PS-503 form, *NYSHIP Health Insurance Transaction Form for Participating Agencies (PAs)*. This new section allows enrollees to change how they receive NYSHIP publications. Enrollees may choose one of the following options:

- “I would like to receive publications by email only”
- “I would like to receive publications by email and mail”

If an enrollee does not select an option, they continue to receive publications by mail only.

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To change how you receive NYSHIP publications, select one option below. If no option is selected, you will continue to receive mail only. A valid personal email is required for email delivery. Some communications must be sent by mail.

☐ I would like to receive publications by email only. ☐ I would like to receive publications by email and mail.

Effective immediately, please discontinue use of all prior versions of the PS-503 form. The updated version is attached to this memo and is also posted in the [Publications & Forms](#) section of HBA Online.

A new supplement to the PS-503 form is also available: PS-404S, *NYSHIP Health Insurance Transaction Form Additional Dependent Information Supplement*. It allows enrollees to add or update more dependents than the PS-503 form can accommodate. This supplement is attached to this memo and is also posted in the [Publications & Forms](#) section of HBA Online.

Processing the Digital Correspondence election in NYBEAS

Enrollees may choose one of the following options:

- “I would like to receive publications by email only”
 - opts into receiving digital NYSHIP publications by email, and
 - opts out of receiving printed NYSHIP publications by mail
- “I would like to receive publications by email and mail”
 - opts into receiving digital NYSHIP publications by email



If the enrollee checks one of these boxes, enter their election in NYBEAS.

To enter the election in NYBEAS: Go to Benefits > Transactions > Digital Correspondence Elect.

The screenshot shows the NYBEAS system interface. On the left is a 'Menu' sidebar with a search bar and a list of categories including 'My Favorites', 'Benefits', 'Billing', 'COBRA', 'MyNYSHIP', 'NYBEAS Processes', 'NYBEAS Reports', 'NYSTEP Review', 'Income Protection Plan(IPP)', 'Data Corrections', 'Paid Family Leave', 'Workforce Administration', 'System Announcement', 'Organizational Development', 'Workforce Monitoring', 'Set Up HRMS', 'Worklist', and 'Reporting Tools'. The 'Benefits' category is expanded, showing sub-items like 'History', 'Plan History', and 'Transactions'. The main content area is titled 'Main Menu > Benefits' and contains three columns of links. The 'Transactions' column includes a link for 'Digital Correspondence Elect' which is highlighted with a red box.

Enter the enrollee's Employee ID or their first and last name.

Digital Correspondence Elect

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with ▼	
Empl Rcd Nbr:	= ▼	
Last Name:	begins with ▼	
First Name:	begins with ▼	
Department:	begins with ▼	

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

OR



Before selecting the election, make sure:

- An Email Type is selected
- The Email Address is filled in and is their personal email address (double-check the spelling)
- The “Preferred” box is checked

Digital Correspondence Elect

Employee Information
SAMPLE,ENROLLEE EmplID: Empl Rcd #: 0

Election Confirmation
☐ This employee has elected to receive digital publications. User ID: OPCORUPD
☐ This employee has elected to opt-out of print publication Last Updated Date: 05/16/2025

Email Addresses Customize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred
Home		☐

Save Return to Search

Check the box labeled “This employee has elected to receive digital publications.” If the enrollee also wants to stop receiving printed copies, check the second box. After checking the first box, a reminder message to check the second box will pop up. By only checking the first box, the enrollee will receive both email and printed publications.

An enrollee cannot be opted out of print without also being opted into digital publications.

hrdev.cs.state.ny.us says

By selecting only this box, the enrollee will receive digital publications. (24000,931) Check both boxes for the enrollee to no longer receive printed copies.

OK

Digital Correspondence Elect

Employee Information
SAMPLE,ENROLLEE EmplID: Empl Rcd #: 0

Election Confirmation
☒ This employee has elected to receive digital publications. User ID: OPEBDSUP
☐ This employee has elected to opt-out of print publication Last Updated Date: 05/19/2025

Email Addresses Customize | Find | First 1 of 1 Last

*Email Type	*Email Address	Preferred
Home	Enrollee.sample@email.com	☒

Save Return to Search

Select **Save** and the election will be entered successfully.



Department of Civil Service

KATHY HOCHUL
Governor
TIMOTHY R. HOGUES
Commissioner

If an enrollee states that they didn't receive a publication in the mail, verify whether they opted out of printed publications. Go to the Personal / Employment page and open the Address / Phone tab.

Below the email address section, look for the line: "To opt into/review digital communications, click here." Click the "click here" link to open the Digital Correspondence Elect screen. The screen displays whether the enrollee has elected to stop receiving print publications. The enrollee's option can also be changed on that screen.

Name / Id	Address/Phone	Personal Details
Employment Information		
SAMPLE,ENROLLEE		EmplID:
Medical Benefit Plan		
Benefit Plan	001	Description Empire Plan
Plan Type	10	Termination Date
Current Addresses Customize Find View All Last		
<u>Address Type</u>	<u>As Of Date</u>	<u>Status</u> <u>Address</u> View Address Detail
Home	01/01/2021	A 123 MAIN ST ALBANY, NY 12239 ALBANY View Address Detail +
Phone Information Customize Find First 1 of 1 Last		
<u>*Phone Type</u>	<u>Telephone</u>	
	+ -	
Email Addresses Customize Find First 1 of 1 Last		
<u>*Email Type</u>	<u>*Email Address</u>	<u>Preferred</u>
Home	Enrollee.sample@email.com	☒ + -
To opt into/review digital communications, click here		
Save	Return to Search	Previous tab Next tab Include History
Name / Id Address/Phone Personal Details		

If you have questions about the NYSHIP email project, please email communications@cs.ny.gov. If you have questions about this memo, please call the HBA Helpline at 518-474-2780.

Attachments:

PS-503 NYSHIP Health Insurance Transaction Form for Participating Agencies (PAs)
PS-404S NYSHIP Health Insurance Transaction Form Additional Dependent Information Supplement