



**Department of
Civil Service**

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

PE25-03
PA25-03

MEMORANDUM

TO: Health Benefits Administrators (HBAs) of Participating Employers (PEs) and Participating Agencies (PAs)
FROM: Employee Benefits Division
SUBJECT: Data Access Officer (DAO) Verification
DATE: February 4, 2025

The Department of Civil Service (DCS) is verifying users of its systems; an email to all agency Data Access Officers will be sent with a form for them to fill out. Please reach out to your DAOs to complete the form by February 10, 2025, to ensure appropriate access for your agency to DCS systems.

To view who is listed as your agency's DAO, open NYBEAS and input your agency code in the Department field when selecting Benefits>Plan History>Department Data>Department Contact Table.

If the listed DAO is no longer at your agency or is not the DAO, please reach out to the person within your agency, typically a Chief Executive Officer (CEO), Chief Operating Officer (COO) or Director who has the authority to designate a new DAO. They must complete the EBD-545, Data Access Officer Request Form and fax it to 518-485-5590 or email it to cs.sm.dao-hba@cs.ny.gov.

Failure to ensure DCS has the appropriate DAOs designated could affect your access to our systems including NYBEAS and HBA Online. For more information and EBD-545, review HBA memo [NY24-14](#), [PE24-10](#), [PA24-09](#), [SEHP24-09](#).