



SEHP25-05

MEMORANDUM

TO: Student Employee Health Plan (SEHP) Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Notification Preferences Added to *NYSHIP Health Insurance Transaction Form* for SEHP (PS-404G)
DATE: June 17, 2025

The Employee Benefits Division (EBD) has added a Notification Preferences section to the PS-404G form, *NYSHIP Health Insurance Transaction Form for the Student Employee Health Plan (SEHP)*. 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.

15 NOTIFICATION PREFERENCES

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-404G 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-404G 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-404G 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.

Menu

Search: []

My Favorites

Benefits

- History
- Plan History
- Transactions

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
- Reporting Tools

Main Menu > Benefits

Select benefit plans, track company cars & FMLA, calculate leave accrual & annuity, maintain primary job, NDT, FSA details, auto enrollment, COBRA, and merchants.

History

Allows users to view history of transactions for a given enrollee.

- NYBEAS Update History
- Archived Accounting
- Billing Options
- Direct Pay Transaction ID
- Employee Compact History
- Employee Information
- Changes
- Enrollee Supplemental E-Box
- DP Enrollee Billing Number
- ERS Retirement Data
- ERS Addresses
- Medicare Elig 65 Letters
- Letter Notification
- Life Insurance Premium
- Medicare PartA / PartB Letter
- Med Advantage HMO

Plan History

Tracks history of rates, department data, broadcast message and other data associated with NYSHIP.

- Broadcast Messages
- Flat Rate Summary
- Message Agent Log
- Review NYBEAS/NYSTEP
- JobCodes
- Department Data
- Agency Recon Report Inquiry

Transactions

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

- Benefit Plan Change
- Benefit Program Change
- Billing Option Change
- Cancel Enrollment
- Change Coverage
- Comments
- Contribution Rate Change
- Corrections Requests
- Dependent Add
- Dependent/Beneficiary
- Dependent Delete
- Empire Card Request/History
- Enroll/Waive Benefits
- Federal Qualification Change
- Donate Life Registry Elect
- Digital Correspondence Elect**

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

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

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

*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 / IdAddress/PhonePersonal Details

Employment Information

SAMPLE,ENROLLEEEmplID:

Medical Benefit Plan

Benefit Plan 001Description Empire Plan

Plan Type 10Termination Date

Current Addresses

Customize | Find | View All | Last

Address TypeAs Of DateStatusAddressView Address Detail

Home01/01/2021A123 MAIN ST
ALBANY, NY 12239
ALBANYView Address Detail+

Phone Information

Customize | Find | First 1 of 1 Last

*Phone TypeTelephone

+ -

Email Addresses

Customize | Find | First 1 of 1 Last

*Email Type*Email AddressPreferred

HomeEnrollee.sample@email.com+ -

To opt into/review digital communications, [click here](#)

SaveReturn to SearchPrevious tabNext tabInclude 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-404G NYSHIP Health Insurance Transaction Form for the Student Employee Health Plan (SEHP)



**Department of
Civil Service**

KATHY HOCHUL
Governor

TIMOTHY R. HOGUES
Commissioner

PS-404S NYSHIP Health Insurance Transaction Form Additional Dependent Information
Supplement