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**PLEASE READ THIS LETTER IN ITS ENTIRETY**

**HBA ONLINE USER INFORMATION**

HBA online is a secure web site that provides employee benefits information and publications on the Internet. HBA Online was introduced as a pilot program to NY and PE Health Benefit Administrators (HBAs) on June 28, 2000 and then to Participating Agency Health Benefits Administrators in September 18, 2000. HBA online is a resource for HBAs with Internet access at work.

Access to HBA online requires a Civil Service assigned User ID. If you are a Health Benefit Administrator and have access to NYBEAS, you have access to HBA online. Non-NYBEAS authorized personnel may also request access to HBA online if

- you work directly with health benefits
- and, if your Agency authorizes your access
- or, if you are a Health Benefit Administrator and you are not already an authorized NYBEAS user

**To request access to NYBEAS and HBA online** your agency's Data Access Officer may complete and submit, *the IRM-300 (State Agency) OR IRM-302 (PA, PE or HMO Agency) – The Agency Request for Access to the New York State Benefits Eligibility and Accounting System (NYBEAS).* This will give you access to HBA online and NYBEAS. This is available from the Department of Civil Service Help Desk, listed below.

It's easy to sign on to HBA online. The Web site address is <https://www.cs.ny.gov>, then click on "log in" in the lower left hand corner of that web page. At the sign on page, enter HBA online User ID and your password then click on "Submit".

Bookmark the web site address before you sign in for easy access or enter the web site address above each time you open HBA online.

**User ID:** \_\_\_\_\_ Enter your NYBEAS or HBA Online User ID (use lower case letters)

**PASSWORD:** Your password is \_\_\_\_\_

\* You will be prompted to immediately change your password after logging in successfully.

After logging in and updating your account information, click the "HR Professionals" button on top, and then choose either New York State HR Professionals or Local Government HR Professionals, then select HBA Online.

Helpful hints:

1. You will need to "enable cookies" in order to use HBA online.
2. This site displays best when the "View" text size is set at medium magnification.
3. If you have trouble with the screen display, try clicking "Refresh" or "Reload".
4. When printing HBA online web pages, the Internet Explorer browser provides the best results.

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- If you need help signing on to HBA online, call the Department of Civil Service GCC Computer Help Desk at 1-800-422-3671, or in Albany area code call 518-457-5406 or e-mail them at [helpdesk@cs.state.ny.us](mailto:helpdesk@cs.state.ny.us).
  - If you have questions about how HBA online works or how to navigate through the site, click on the *Contact Us* button on the homepage or call the Employee Benefits Division Communications Unit at (518) 457-7577.
  - As always, when you have questions about benefits or how to use NYBEAS, please contact your HBA Processor directly.

**You must be an authorized user to access HBA online. Any unauthorized use constitutes fraud.**