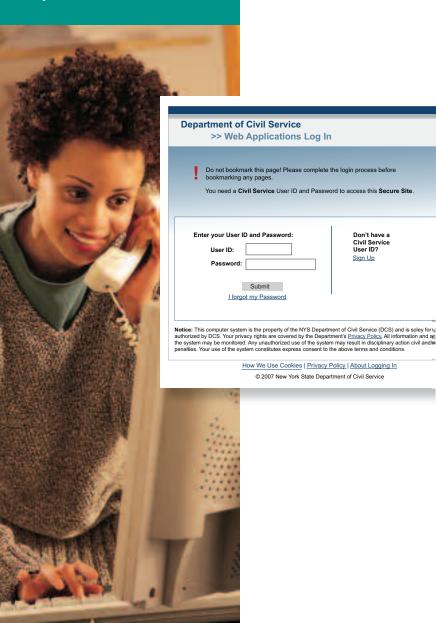
### **Changing your** health insurance option?

Sign up for MyNYSHIP and you can change your option online!





### What is MyNYSHIP?

My New York State Health Insurance Program (MyNYSHIP) is our new secure web site where active New York State employees can get online access to their own health insurance record.

#### Through MyNYSHIP you can:

- View your enrollment information under NYSHIP and the NYS Dental and Vision Plans
- Order ID cards for yourself and covered dependents if enrolled in The Empire Plan
- Update your address with NYSHIP
- Change your health insurance option during the annual Option Transfer Period

### Don't Delay -**Register for MyNYSHIP Today!**

Once you register for MyNYSHIP you will be sent an 'Activation Code' in the mail. You will need this code in order to process transactions through MyNYSHIP. Register for MyNYSHIP right away so you have everything you need once the Option Transfer Period begins.

#### nyship online

Don't have a

**Civil Service** 

User ID?

Sign Up

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Submit

#### **Benefits Self-Service Registration**

The privacy and protection of your health information is important to us. To gain access to your New York State Health Insurance Program (NYSHIP) record, please enter the foll information Enter Your Information Fields marked with an asterisk \* are required Last Name Social Security Number Zip Code Date of Birth 1994 💌 01 🔻 Email Address your email@email.con If you have a new email address, enter it here: Logout - Proceed to NYSHIP Online Contact Us © 2006 New York State Department of Civil Service

### How do I register?

There are two ways to start the MyNYSHIP registration process:

- Visit the Department of Civil Service web site at www.cs.state.ny.us. Select Benefit Programs, then NYSHIP Online. Choose your group, if prompted, then select MvNYSHIP - Employee Self-Service.
- Go directly to www.cs.state.ny.us/mynyship

You will need a NYS Civil Service user ID to access your MyNYSHIP account. If you do not already have one, you will be given an ID and password through the MyNYSHIP registration process.

### Your Privacy is Important to Us

The privacy and protection of your health information is important to us. To ensure that only you are given access to your personal information, during the registration process we will compare information you enter against your NYSHIP enrollment record maintained by your agency. The information you enter needs to match what is in your NYSHIP enrollment record before access to MyNYSHIP will be granted.

If you get a message that certain information can't be verified, please see your agency Health Benefits Administrator, usually located in your Personnel Office, to verify the accuracy of your health insurance enrollment record.

### Inside

# MyMSHP

#### MyNYSHIP Home Activation Code —

As part of the registration process, an Activation Code, a unique number generated specifically for you, will be sent to your home address on record at the time of registration. Once you receive your Activation Code in the mail, return to MyNYSHIP and enter it here. You must enter this code, one time only, before we will allow you to process any transactions through MyNYSHIP. We do this to ensure the protection and privacy of your NYSHIP enrollment information.

nyship onlin				
Your Group • Your Plan Text \	/ersion   Adjust Text	Logout		
Mynship Retektationserveryes John Q. Enrollee	MyNYSHIP Self			
• What is MyNYSHIP?		ormation contained in this site pertains to you n (NYSHIP), NYS Dental Plan and NYS Visio		Your agency Health Ben Administrator's Contact
Frequently Asked Questions      MyNYSHIP Features     Home     My Enrollment Summary	View a summary     Update your add	of your medical, dental and vision benefits ress with NYSHIP and the NYSHIP insuranc or yourself and covered family members whe	Information	
My Address     Order Empire Plan ID Card     Option Transfer     Plan Comparison Tool	Any other changes that you would like to make to your record must be done through your Health Benefits Administrator.			Your agency Health Benefits Administrator, usually located
Contact Us     Logout Want to make changes	Your Health Be	nefits Administrator		your Personnel Office, is the to contact with benefits questi
to your record? You need an Activation Code. (What's this?)	Agency:	xxxx-Your Agency Name		for additional important infor
(virial sality) Enter Activation Code	Health Benefits Administrator:	Your Health Benefits Administrator's Na 123 Agency Address City, State Zip Code Phone: ### - ### - ####		r

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our Group • Your Plan Text	Version   Adjust Text Logout				
My <b>MYSHIP</b> John Q. Enrollee	My Enrollment Summary * The information that follows pertains to your enrollment in the New York State Health Insurance Program (NYSHIP), NYS Dental Plan and NYS Vision Plan. Other benefits in which you may be enrolled will not be reflected here. For example:				
Welcome to MyNYSHIP! • What is MyNYSHIP? • Frequently Asked Questions	<ul> <li>Enrollment in Dental or Vision benefits through a union Employee Benefit Fund will not be reflected in MyNYSHIP.</li> <li>Enrollment as a dependent on another person's contract, such as a spouse, will not be reflected in MvNYSHIP.</li> </ul>				
MyNYSHIP Features • Home • My Enrollment Summary	Myn Torne. Current Coverage - xx/xx/2007 Coverage Type: Employee Medical - The Empire Plan ID#: 999999999				
My Address     Order Empire Plan ID Card					
Option Transfer     Plan Comparison Tool     Contact Us	Dependent Name Relationship Date of Birth Sex Dependent1 Name Spouse 05/31/1968 Female Dependent2 Name Daughter 06/03/1987 Female				
Logout	Dental - GHI Preferred Dental No dependents enrolled.				
	Vision - EyeMed Vision Care No dependents enrolled. * This enrollment information is based on the most current data we have on record. This does not guarantee eligibility under any benefit program administered by the Department of Civil Service. Eligibility is determined at the time services are received.				

### **Wy Enrollment Summary**

On 'My Enrollment Summary' you can view your enrollment in NYSHIP and the New York State Dental and Vision plans. Any dependents who are enrolled on your plan will be displayed as well.

• If you are enrolled in The Empire Plan, your ID number will be displayed here.

Please Note: Enrollment in Dental or Vision benefits through a union Employee Benefit Fund will not be reflected in MyNYSHIP.

### **Option Transfer**

NYSHIP Online	Home						
My My Shine Page John Q. Enrollee	Option Transfer The Option Transfer Period for option transaction you can verify your curre you, and submit a request to change	nt option, get information on wh					
Welcome to MyNYSHIP!	Current Coverage - xx/xx/2007						
What is MyNYSHIP?     Frequently Asked Questions	moulou.	)#: 999999999					
• Home	Dependent Name Relation Dependent1 Name Spouse Dependent2 Name Daugh		<b>x</b> male male				
Hourie     My Enrolliment Summary     My Address     Order Empire Plan ID Card     Option Transfer     Plan Comparison Tool     Contact Us     Logout	Your Plan Choices The following factors determine you Your Group Is: Your Group County in which you vork: Means Are you or a covered dependent	y y Select y					
	Please Note: In order to enroll in a pa live or work in a county served by tha Display My Choices	rticular Health Maintenance Org	anization (HMO), you must either ay enroll in The Empire Plan.	p EOP			
		State Department of Civil Service.		p LOF			

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Your Grou

My

NYSHIP Online Hom

our Group • Your Plan Tex	t Version   Adjust Text Logout						
John Q. Enrollee	Option Transfer According to our current reco Option Choices	ords on xx/xx/2008 yo	/2008 you will be enrolled in: The Empire Plan				
Welcome to MyNYSHIP!	Your options are presented to options and select "Submit M						
What is MyNYSHIP?     Frequently Asked Questions	Choose One:		Bi-Weekly Premium				
	Plan Name		Family				
MyNYSHIP Features	The Empire Plan		\$89.59				
Home     My Enrollment Summary     My Address     Order Empire Plan ID Card     Option Transfer     Plan Comparison Tool	MVP Health Care (East	)	\$82.92				
	O Capital District PHP		\$86.12				
	d O <u>GHI HMO</u>		\$109.28				
	Empire BCBS HMO (U		\$144.52				
Contact Us	Submit My Option Change	Start Over					
Logout	Need More Information If you want more information for more details or use our F	about your choices b			ove		
	Compare Plans						
						EOP	

#### **Option Transfer**

• The effective date of Option Transfers for your group will be displayed here.

- Your current coverage for medical benefits will be displayed here.
- The county of your home address will be displayed here.
- You need to select the county in which you work.
- Indicate here if you or a covered dependent is eligible for Medicare.
- Click here to see your choices once you have made all the required selections.

• Based on the information you provided on the previous page, the options for which you are eligible will be displayed here.

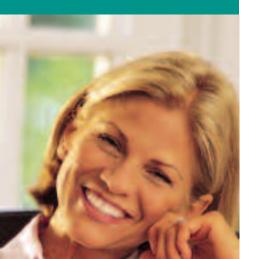
- The employee cost for each plan will be displayed here. The Option Transfer transaction in MyNYSHIP only allows you to change options, not to change from Individual to Family or from Family to Individual coverage. If you need to make this type of change, please see your agency Health Benefits Administrator.
- If you are ready to submit your Option Change, make your selection and click here or
- You can use our Plan Comparison Tool to learn more about each plan.

The Empire Plan is a health insurance option that is always available no matter where you live or work. You may also choose a NYSHIP HMO that is accepting new members and has a service area where you live or work.



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### MyNYSHIP Q&A



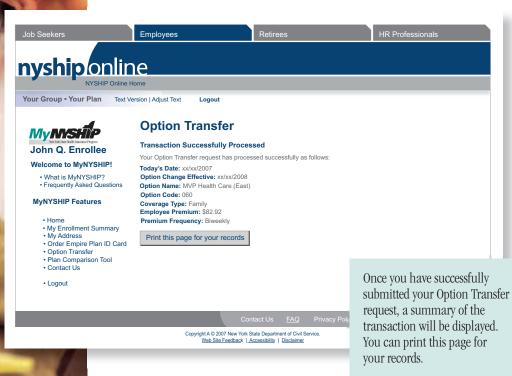
### www.cs.state.ny.us/mynyship

### Q. When can I submit my Option Transfer through MyNYSHIP?

**A.** When rates are approved (usually in November), *NYSHIP Rates & Deadlines* will be sent to your agency and mailed to your home. The new rates will be posted on our web site, and the Option Transfer transaction will be made available on MyNYSHIP. You have until the specified deadline to change your option.

### Q. What if I make a mistake or need help processing my Option Transfer through MyNYSHIP?

**A.** If you have difficulty processing your Option Transfer you can use our Contact Us page to submit a request for assistance. You also still have the option of submitting your Option Transfer through your agency Health Benefits Administrator.



### Q. Can I change my option more than once during the Option Transfer Period?

**A.** Yes, you are allowed to submit multiple Option Transfer requests during the 30-day Option Transfer Period. You will be enrolled in the option you select in your latest request regardless of whether it was done online or through your agency Health Benefits Administrator.

## Q. If I forget to print the confirmation screen is there another way to retrieve this information?

**A.** Once you have successfully submitted an Option Transfer, your new option choice will be reflected on the My Enrollment Summary page on MyNYSHIP. Therefore, you can always return to that page to confirm your option change and the effective date. It is recommended that you print a copy of this page for your records.

### Q. How soon can I use my new benefits?

A. The effective date of your new benefits will depend on whether you are on an Administration or Institution payroll cycle. The effective date of Option Transfers for your group will be specified in *NYSHIP Rates & Deadlines*.

### Q. When will I receive my new ID card?

**A.** It usually takes 3 to 4 weeks to receive your new ID cards. ID card requests are generated automatically when you submit your Option Transfer request.