Using NYSHIP Online
NYSHIP Online (www.cs.ny.gov/employee-benefits) is designed to provide you with targeted information about your NYSHIP benefits. Use this flyer as a guide to navigate the site.

Logging on to NYSHIP Online

Step 1
To log on to NYSHIP Online, type the URL in your browser and then click on the blue box that says Click here for NYSHIP Online for RETIREES.

Step 2
You will be required to identify the type of employer from which you retired. This allows us to customize your NYSHIP benefit information. Click on each Participating Agency link for more information about these groups.

If you are unsure what Participating Agency plan selection to make, click on the Retiree Group Wizard for Participating Agencies link and follow the instructions on the page. If you have questions about your benefits, contact the Employee Benefits Division at 1-800-833-4344.
Finding Your Way Around NYSHIP Online

1. Where You Are
The group and plan you selected are displayed in the colored bar at the top left of all NYSHIP Online pages.

2. Change Your Group
This link is available on every NYSHIP Online page and it will return you to the main NYSHIP Online login screen for Active Employees. From there, you will be able to select a different group or health plan. The benefit information presented on the site will reflect the group you selected.

3. Search
You can search NYSHIP Online by keyword and by section. The additional search engine instructions will help you create the most efficient search.

4. Content Links
The main site navigation will direct you to group-specific and general content related to your health benefits and other benefits.

   - **Current Topics** – This section will provide you with the most up-to-date announcements regarding NYSHIP. Links to information about Young Adult Option coverage and the Summary of Benefits and Coverage (SBC) are also located here.

   - **What’s New?** – This frequently updated section includes timely NYSHIP information based on your plan and is searchable by topic.

   - **Health Benefits** – Here you will find important information relating to your health benefits. This section includes details of your insurance benefits; publications, and your plan’s Formulary drug list.

   - **Other Benefits** – Here you will find a reminder to contact your Health Benefits Administrator if you have questions about COBRA.

5. Other Sections of the New York State Department of Civil Service Website
The navigation tabs at the top of each screen provide links to the main sections of the Department website. Clicking on these links will take you out of NYSHIP Online and back to the Department website. To find additional retiree information, click on the Retirees tab.

6. NYSHIP Online Home Page Footer
Additional resources can be located here, including HIPAA privacy information and various Department Notices, as well as directions under the About Us link.

Medicare – This section offers resources on how NYSHIP and Medicare work together to provide your benefits.

Using Your Benefits – This section is designed to help you make the most of your plan benefits. Among other things, you will find links to helpful telephone numbers and websites; contact information for Health Benefit Administrators; publications and forms and expanded drug formulary information including the: Comprehensive Formulary, Prior Authorization List, Specialty Drug List and Excluded Drug List for Empire Plan enrollees.

Forms – This section provides specific health insurance transaction forms for enrollees of NYSHIP Participating Agencies (PAs).

Find a Provider – This section contains customized links to each of the Plan’s administrators.

Resources – This section includes FAQs, Terms to Know, How to Read Your Billing Statement, dependent survivor information and other helpful content.

Calendar – The searchable calendar contains event information for health fairs, legal holidays, local government meetings, training sessions, and other miscellaneous events.
How to find answers to your benefit questions and gain access to additional important information:

- As a retiree of a Participating Agency, contact your former Health Benefits Administrator.
- If you have questions regarding health insurance claims and are enrolled in The Empire Plan or The Excelsior Plan, call 1-877-7-NYSHIP (1-877-769-7447) toll free and choose the appropriate program on the main menu.
- A comprehensive list of government agencies, Medicare and other important resources is available in the Using Your Benefits section.

Contacting us about NYSHIP Online:

- To contact us, click on the Tech Help link at the top of every page, and then on the Need Help? Email Us Now link on the Tech Help page. This will open your email program.
- There are a few guidelines to follow to ensure that you receive a complete response from us:
  - Include something in the Subject line. Messages that arrive with no indication of the source and no subject may be missed.
  - Identify the page name or URL that your email refers to (cut and paste it from the web address line). NYSHIP Online is a very large site and knowing your access point and why you are contacting us is helpful.
  - Identify the type of browser (i.e., Internet Explorer, Chrome or Firefox) and version (i.e., 10 or 11) that you use to view the site. This information can generally be found by clicking on the Help menu on the top bar of your browser window.
  - Do not send attachments with your email unless requested.
- **DO NOT** send any Social Security Numbers, policy numbers or other personal health information by email. NYSHIP Online is not a secure website. If your inquiry requires this information, our response will tell you the best ways to submit it.