



Finding Your Benefits Plan on NYSHIP Online

NYSHIP Online provides you with information about your benefits plan. This job aid will help you log in and navigate the site. If you are a Retiree, click [here](#).

Logging in to NYSHIP Online – Active Employees

1. Paste or type the website address into your browser:
<https://www.cs.ny.gov/employee-benefits/login/>
2. Select “I am working for a Participating Employer (PE)” and click “Continue”

Click here for NYSHIP Online for RETIREES How to use this site

Active Employees

Welcome to NYSHIP Online, where you will find information on the New York State Health Insurance Program for State and Local Government for active employees. If you are a retiree, please visit [NYSHIP Online for Retirees](#). In order to provide you with targeted information about your benefits, you will need to select your group (negotiating unit) and health insurance plan when prompted. If you are a New York State Active Employee and unsure of your group, our [Enrollee Group Wizard](#) will ask you a series of questions in order to determine which group you should select.

This site uses cookies. You have to have cookies enabled so that you will only need to access this page and select your group once. The site will remember your group for future visits. You will have the option of changing your group at any time after the initial log on.

To get started, you MUST select one of the following:

- I am a New York State Active Employee (NY)
- I am working for a Participating Employer (PE)
- I work for a Participating Agency (PA)
- I am a Graduate Student Enrolled in the Student Employee Health Plan (SEHP)
- I am not sure

Continue

3. Choose your Plan type and click “Finish.”

Participating Employees

Select your health insurance plan to access targeted information about your benefits.

Choose Your Plan:

- Empire Plan Enrollee
- HMO Enrollee
- Dental and/or Vision Only Enrollee

Finish

Success! You are now logged in to NYSHIP Online and you will see information about your Plan.

In the next section of this job aid, you will learn how to use NYSHIP Online.



Logging in to NYSHIP Online - Retirees

1. Paste or type the website address into your browser:
<https://www.cs.ny.gov/employee-benefits/login/index-retiree.cfm>
2. Select “A Participating Employer (PE)” and click “Continue”

How to use this site

Retirees

Welcome to NYSHIP Online, where you will find information on the New York State Health Insurance Program for State and Local Government for retired enrollees. In order to provide you with targeted information about your benefits, you will need to indicate where you retired from and choose your health insurance plan if prompted.

Note: If you are in a participating agency and you are not sure what your benefit plan type is, visit our [Retiree Group Wizard for Participating Agencies](#).

This site uses cookies. If you have cookies enabled, you will only have to access this page and select your group once. The site will remember your group for future visits. You will have the option of changing your group at any time after the initial log on.

You MUST select one of the following to continue.

- A New York State Agency (NY)
- A Participating Employer (PE)
- A Participating Agency (PA) with The Empire Plan
- A Participating Agency (PA) with The Excelsior Plan

Continue

3. Choose your Plan type and click “Finish.”

Retirees

You MUST select one of the following to continue.

Choose Your Plan:

- Empire Plan Enrollee
- HMO Enrollee

Finish

Success! You are now logged in to NYSHIP Online - Retiree and you will see information about your Plan.

In the next section of this job aid, you will learn how to use NYSHIP Online.



Navigating NYSHIP Online

The screenshot shows the NYSHIP Online website interface. At the top, there are navigation tabs for 'Job Seekers', 'Employees', 'Retirees', and 'HR Professionals'. Below these is a dark blue bar with 'Your Group · Your Plan' on the left, 'Change Your Group' in the middle, and 'Search' on the right. A sidebar on the left contains a 'nyshiponline' logo and a list of 'Current Topics' including 'What's New?', 'Health Benefits & Option Transfer', 'Other Benefits', 'Using Your Benefits', 'Forms', 'Planning to Retire?', 'Find a Provider', 'Calendar', and 'MyNYSHIP - Employee Self-Service'. The main content area features a photograph of a man and a woman looking at a computer screen. At the bottom, there is a footer with links for 'Civil Service Home', 'Site Map', 'HIPAA Privacy Information', 'About Us', 'Awards', 'Tech Help', 'Notices', and 'Copyright/Disclaimer'. A second row of footer links includes 'EOP', 'Site Map', 'Using This Site', 'Notifications', 'FAQ', 'Language Access Information', and 'Contact Us'. Copyright information for 2017 is also present.

Finding Your Way Around NYSHIP Online

- 1 Where You Are**
The Group and Plan you selected is displayed in the colored bar at the top left of all pages in the NYSHIP Online sections of the site.
- 2 Change Your Group**
This link is available on every page of the site and will return you to the main NYSHIP Online log-on screen. 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 select.
- 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.
 - What's New?** – This frequently updated section includes timely NYSHIP information based on your plan and is searchable by topic.
 - Health Benefits & Option Transfer** – Here you will find important links relating to your health benefits. The content varies by Plan and Group. If you are enrolled in The Empire Plan or the Student Employee Health Plan (SEHP), this section includes publications that provide details of your benefits and requirements, your plan's Flexible Formulary drug list and links to providers. If you are enrolled in The Empire Plan or an HMO, you will find rates and health plan choices; your *NYSHIP General Information Book*, which outlines eligibility and enrollment rules; and links to forms and recent publications.
 - Other Benefits** – Only applicable for some groups; includes information on dental and vision 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 a link to information about Young Adult Option coverage.

- Forms** – This section provides specific forms for employees and claim forms for Empire Plan enrollees.
- Planning to Retire?** – Only applicable for some groups, this section is a rich resource created to help you prepare for retirement. In addition to general retirement planning guidance, this section contains links to group-specific retirement information from your insurance certificate and *NYSHIP General Information Book* and important phone numbers and websites.
- Find a Provider** – For Empire Plan and SEHP enrollees, this section contains links to each of the plan's administrators. For HMO enrollees, this section includes contact information and links to all of the NYSHIP HMO websites.
- Calendar** – The searchable calendar contains event information for conferences, health fairs, legal holidays, local government meetings, pre-retirement meetings, training sessions, union and other miscellaneous events.
- MyNYSHIP** – Enrollee Self-Service for Employees of New York State and Participating Employers – This is a link to our secure website, MyNYSHIP, which gives you online access to your own personal NYSHIP enrollment record. Within MyNYSHIP, you can view your enrollment information as well as perform certain transactions such as submitting Option Transfer requests, updating your address and ordering identification cards if you are enrolled in The Empire Plan.

- 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 four main sections of the Department website. Clicking on one of these links will take you out of NYSHIP Online and back to the Department website. To find information on other employee benefits, click on the Employees tab. Information on the Income Protection Plan (IPP), Life Insurance, Long Term Care, Survivor Benefits and Workers' Compensation can be found under the State Government Employees link.
- 6 Return to the Department Home Page**