

MyNYSHIP – A Leap Forward In Health Insurance Self Service

If you have health insurance through SUNY Brockport, you are enrolled in a benefit program called the New York State Health Insurance Program (NYSHIP). The Employee Benefits Division of the Department of Civil Service, unveiled a new software program that will save you time and effort in changing or reviewing your health insurance enrollment.

MyNYSHIP currently allows you to:


- *Access your current health insurance enrollment information
- *Order new ID cards if you are in the Empire Plan
- *Update your address at any time.







In the future MyNYSHIP will allow you to change benefit carriers, add or delete dependents, and carry out many other changes directly from your home or office. Eventually, many of the transactions we enter for you here in the Office of Human Resources will only be available through MyNYSHIP and we will no longer be able to process them manually.

Below you will find detailed instructions on:

- A. How to get to the Civil Service web page that hosts MyNYSHIP and a large amount of other benefits related informational material
- B. How to access MyNYSHIP
- C. Frequently Asked Questions
- D. How to Navigate Within MyNyship

A. How to Find MyNYSHIP

Note: click on  for a visual assistance in logging into MyNYSHIP

1. Go to the web site www.cs.state.ny.us
2. Select “Employees” 
3. Select “State Government Employees” 
4. Select “New York State Health Insurance Program (NYSHIP)” 
- *5. Select Either “I am a New York State Active Employee” or “I am Represented by GSEU” then hit the “continue” button 
- *6. Select your “Group” (your union) from the drop-down list, and your health insurance plan (if any). Then click on “Log on to NYSHIP Online now” 
7. Click on “MyNYSHIP – Employee Self-service” to enter MyNYSHIP 

*Steps 5 and 6 will not be necessary if you log in again from the same computer.

B. How to Access MyNYSHIP

First Time Log-in (www.cs.state.ny.us) – please see section A for navigation instructions

1. If you have never logged in to the Civil Service web page before, please select “sign up” and follow the instructions for creating a Civil Service ID. ([picture](#))
2. Enter your Civil Service ID and Password ([picture](#))
3. You will now be asked to register for MyNYSHIP. Please follow the online instructions.
4. Upon completion of your MyNYSHIP registration an activation code will be mailed to your home. You will only have the ability to view your current enrollment status until you enter your activation code into the MyNYSHIP software.
5. To enter your code, log into MyNYSHIP using your new Civil Service ID and password. Then enter your activation code in where requested on the lower left hand of the page. You now have full access to your account!

Standard Log-in (www.cs.state.ny.us – see section A above)

1. Simply Enter your Civil Service ID and Password ([picture](#))

C. Frequently Asked Questions

What changes can I make to my record through MyNYSHIP?

Through MyNYSHIP you can submit address changes to NYSHIP and the NYSHIP insurance carriers, and order ID cards if enrolled in The Empire Plan.

All other changes must be submitted through your [Health Benefits Administrator](#).

I'm trying to process a transaction and I'm told I need an Activation Code. What is an Activation Code?

An Activation Code is a unique number that we provide to you. 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.

My Enrollment Summary

I thought I was enrolled in certain benefits, but 'My Enrollment Summary' indicates that I'm not. Why?

'My Enrollment Summary' reflects your enrollment in medical, dental and vision benefits through the New York State Health Insurance Program, NYS Dental Plan and NYS Vision Plan. Other benefits in which you may be enrolled will not be reflected here. For example:

- Enrollment in Dental or Vision benefits through a union Employee Benefit Fund will not be reflected in MyNYSHIP.
- Enrollment as a dependent on another person's contract, such as a spouse, will not be reflected in MyNYSHIP.

D. Site Navigation

Navigation of the MyNSHIP site is done through web links found in the left hand column under the heading “MyNYSHIP Features”

Page Descriptions:

Main Page: Allows you to view current news regarding MyNYSHIP and provides contact information for your primary Benefits Administrator

My Enrollment Summary: Allows you to view your current enrollment data. This includes what plan you are enrolled in, dependents listed on the plan, and links to contact information for your health carrier

My Address: Allows you to view your address as it is currently listed in our health insurance system. You may elect to change your address by selecting “Change my Address” on this page. You will then be allowed to submit address changes to your account electronically.

Order Empire Plan ID Cards: Select this web page if you are enrolled in the Empire Plan and wish to order duplicate or replacement cards. There is no cost to you, and you may expect new cards within three weeks.