

How to Enroll and Manage Your Benefits Information

How to Sign On:

- You will need your user ID and Password
- Your user ID and Password are the same as what you use to sign on to the hospital network.
- If you need assistance with your User ID and/or Password, call the **NYP Service Desk** at **4-HELP**

How to Enroll in Benefits:

- Sign on to **Employee Self-Service**
- Click on **Enroll in Benefits** under the **Employee Self Service** pagelet from the **My Page** tab
- Click on the **Select** option for Benefit Enrollment

How to Add your Eligible Dependent(s):

Social Security Number must be provided for all eligible dependents

- From the **Enrollment Summary Page**
- Click on Medical and/or Dental
- Click Edit
- Scroll to the bottom of the page
- Click on Add/Review Dependent/Beneficiaries
- Click on “Save” after adding dependent
- Click OK
- After adding your Dependent, click Return to Enrollment Dependent/Beneficiary Summary

- To add another Dependent/Beneficiary select Add a Dependent/Beneficiary
- Enter information
- Click Return to Event Selection
- Check the enroll box next to each dependent’s name
- Click **OK** to store choices

How to Add your Eligible Dependent(s) Social Security Number:

- Click **Main Menu** then **Self Service** then **Benefits** then **Dependent Beneficiary Info**
- The **Dependent Beneficiary Coverage** page appears with a list of all your benefits.
- Click on **name** of dependent you are going to add SSN for
- Click **Edit** at bottom of screen
- Enter SSN in correct field
- Click **Save** at bottom of page
- Click “**Return to Dependent and Beneficiary Coverage Summary**” at bottom of page if you need to repeat for more than one dependent, or click “sign out” at top right of screen to exit.

How to Remove your Dependent (s):

Dependents can only be removed during annual enrollment.

- Click **Edit** on the Medical and/or Dental option
- Scroll to the bottom of the page
- Uncheck **the enroll box next to dependent’s name**

- Click Continue then OK

How to Add/Update your Life Insurance Beneficiary(ies) and/or Allocate Percentage(s):

- Sign on *Employee Self-Service*
- Click on **Review My Benefits** under the **Employee Self Service** pagelet from the **My Page** tab
- Click on **Life**
- Click on **Edit**
- Click on **Add a New Beneficiary**
- Enter Beneficiary information
- Click **Save**
- Click **Return to change current beneficiaries and allocations**
- you may add another beneficiary at this point or just enter allocations
- Click **Save** then **OK**
- To **Add** another beneficiary click edit then add the information needed.

Employee Benefits Service Center

If you have any questions a Benefits Coordinator can assist you:

By Phone: (212) 297-5771

Monday through Friday

8:00am to 5:00pm

By Email: Benefitsbridge@nyp.org

How to Print a Temporary CVS Caremark Prescription ID Card

Go to www.caremark.com

Click *Register Now*

- Complete Site Registration Screen

Click on *Register box* at bottom of page

- Identification Screen
- Answer questions
- Accept Terms

Welcome

- Click *My Account*
- Click *Print My Prescription Card*
- Click *Print Card*

You will only receive 2 prescription ID cards per family.

Other Information about ID Cards

Vision

If you are enrolled in medical, you are automatically enrolled in Empire Blue View Vision plan. Use your medical ID card.

Dental

Aetna is paperless with no ID cards required for the DMO and PPO Plans. Provide your PPO dentist with the NYP Account # 698173. Select a Dentist for the DMO Plan at www.aetna.com.

Participants (employee and each family member) in the Columbia Dental Plan receive ID cards.

How to Print a Temporary Empire Medical ID Card

Go to www.empireblue.com

Find the *Register Now* box
Click *Register*

Member Services Registration
Click on *Continue* box at bottom of page

Site Registration Screen
Enter First Name & Last Name
In the box labeled "Empire member ID number", enter
your Social Security Number
Enter Date of Birth

Click the *Continue* box at bottom of page

Member Registration
Create profile; enter your personal information
login ID must contain a number or special character
Click the *Enter* box at bottom of page

Message Alert Service
Click Enter

Member Online Services Registration
Choose 2 security questions
Click Enter

Complete Registration Page
If you wish to continue, go to your email, get your
Activation key and return to complete registration link

Enter Your Activation Key Page
Copy & paste activation key from email
Click Register

Welcome
Click on *My Profile*
Click on *Print Temporary Card*
Select Individual
Click request temporary ID card
Click name
Print temporary card