

**New York State Health Insurance Program (NYSHIP)
Student Employee Health Plan (SEPH)
Online Enrollment Procedures through MyNYSHIP**

Step 1:

Register for MyNYSHIP:

- Go to www.cs.state.ny.us/ebd/welcome/sehp_login.cfm and click MyNYSHIP - Enrollee Self Service, or
- Go directly to www.cs.state.ny.us/mynyship
- As part of the registration process you will choose a Civil Service ID and password.
- You will also receive an **Activation Code** in the mail within 3 to 5 business days of registering.
- In the event that you cannot enroll online please contact the University Benefits Office at 212-794-5342.

Step 2:

Once you receive your **Activation Code**, return to MyNYSHIP and log in with the Civil Service ID and password you selected at the time of registration. **Your Activation Code is not your password.** It must be entered once you have logged into MyNYSHIP.

Step 3:

Submit your Enrollment request through MyNYSHIP. You will be asked to choose between Individual and Family Coverage. If you choose Family Coverage, you must enter the Social Security numbers and Dates of Birth for all dependents you are enrolling.

Your Enrollment Request will not be processed immediately. It will be sent to the University Benefits Office, which serves as your Health Benefits Administrator (HBA), for approval.

Step 4:

If you elect to enroll in family coverage, you must provide to The Graduate Center's Human Resources Staff acceptable documentation as proof of eligibility for your dependents. Your HBA will then approve your enrollment request, your enrollment will be sent to the NYSHIP Student Employee Health Plan insurance carriers, and you will receive your benefit cards in the mail.

Important Note: Refer to the Eligibility Requirements for Enrollment on the website www.cuny.edu/doctoralstudenthealthplan for a listing of acceptable documentation. Please submit all supporting documents to The Graduate Center's Human Resources Staff on one of the dates and times indicated below:

November 13, 2008	11am - 12 noon	or	2:30pm - 3:30pm	Room 8402
November 18, 2008	11am - 12 noon	or	2:30pm - 3:30pm	Room 8402
November 20, 2008	11am - 12 noon	or	2:30pm - 3:30pm	Room 8402
November 21, 2008	11am - 12 noon	or	2:30pm - 3:30pm	Room 8402
November 25, 2008	11am - 12 noon	or	2:30pm - 3:30pm	Room 8402