

How to Make Changes During the Annual Health Benefits Transfer Period

During the Transfer Period, you may:

- Transfer into any health plan for which you are eligible
- Add or drop the Optional Rider
- Add or drop eligible dependent(s)
- Waive health benefits

Employees with access to Employee Self Service (ESS):

In order to make changes during the Transfer Period, please follow the below instructions.

- 1) Visit Employee Self-Service (ESS) at the following link: nyc.gov/ess
- 2) Log in using your Employee ID and ESS password
- 3) Click on the “Health Benefits” tile.
- 4) On the Health Plan Summary screen you will be able to view your current health plan information.

Note: If you are currently enrolled in GHI-CBP, you will see GHI-CBP listed as your current health plan.

- 5) If you are making changes to your health benefits, click on the “Open Enrollment / TPE Event” tab in the left navigation
- 6) Click on “Prepare My Enrollment Event” button
- 7) On the Health Benefits Enrollment screen, you will see “Transfer Period Enrollment” under the Event Description Column. Click “Select” next to Transfer Period Enrollment in order to continue making changes to your health plan.
- 8) On the Transfer Period Enrollment screen, you will see your current health plan as of January 1, 2026.

Important Note: If you are currently enrolled in GHI-CBP, you will see NYCE PPO Plan listed as your health plan, effective January 1, 2026.

- 9) If you would like to make changes to your current health benefits, click “Edit” under Enrollment Summary.
- 10) Once you click “Edit,” you will see a list of health plan options available to you, effective January 1, 2026. Select the health plan option that you wish to enroll in for an effective date of January 1, 2026, and click “Update and Continue.”

11) Click “Submit” on the next screen and follow the instructions in order to submit your health plan changes for the Transfer Period. Your health plan selection will be effective January 1, 2026.

Note: Once you submit your requested changes, you will no longer have access to make changes again.

Employees of Non-City Payrolls:

If you have access to employee self-service through your employer, please log into your employee self-service system and follow the instructions in order to make changes to your health benefits.

If you do not have access to employee self-service through your employer, contact your agency HR representative in order to make changes to your health benefits.

Pre-Medicare Retirees and Medicare-Eligible Retirees:

Please complete the [Retiree Health Benefits Application](#) available on the Health Benefits website.

Please submit your completed Retiree Health Benefits Application in one of the following ways:

1. Via Leapfile (secure electronic upload) - <https://nycemployeebenefits.leapfile.net>

OR

2. Via mail at the following address:

Health Benefits Program
Attention: Transfer Period
22 Cortlandt St., 12th floor
New York, NY 10007

OR

3. FAX your completed form to 212-306-7373

Note: Retirees of New York Public Library, Brooklyn Public Library, and cultural institutions, please submit your application directly to your benefits office.