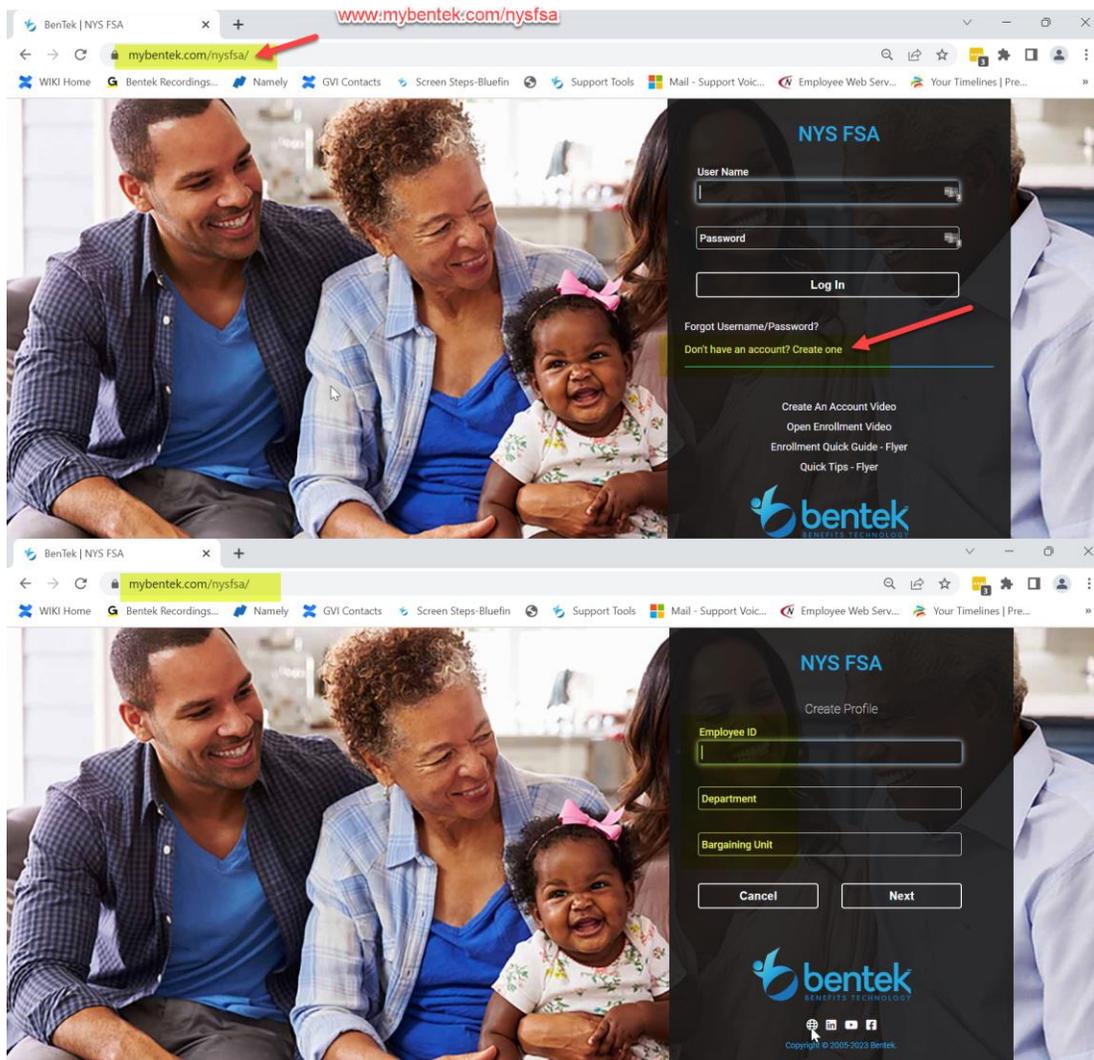


NYS/SUNY Qualifying Event (QE) and New Hire (NH) Guide

Creating a new Bentek Account:

- Go to “Don’t have an account? Create one”; This requires 3 pieces of information from most recent paystub:
 - EE ID# - 9 characters starting with the letter N.
 - Department - 5 digits
 - Bargaining Unit - 2 digits
- As fields start to populate (dept and bargaining unit) EE must click on it and not just hit enter



If they have an account:

- Login with username and password
- If forgot password click and enter EEID, Dept and Bargaining Unit; follow prompts.



Main obstacles we see with getting to/on the site:

- Make sure EE is on the correct site www.mybentek.com/NYSFSA
- Make sure not in Wage Works site.
- Not googling the Bentek site
- If they've recently changed positions, we may not have rec'd the most recent file; check back within one week.

QE/NH Module (This module now called "Life Event" will change within the next few weeks to "Change in Status")

- Go into "Life Event" Module
- Click + Event Logo
- Choose one of the Qualifying Events or New Hire cards.
 - If NH use hire date as event date (if hired in 2022 use 1/1/23)
 - If QE use event date
- Click Start
- New hires and Birth/Adoption QE have 60 days from DOH/Event date to enroll.
- All other QE's have 60 days to enroll.
- Presently, the OER does not require supporting evidence; there is nowhere to upload supporting documentation. The onus is on the employees to maintain the documentation in their own personal records.

Welcome to Bentek! ⓘ

Title will change to "Change in Status"



MY BENEFITS



LIFE EVENTS



BENEFIT HIGHLIGHTS



RESOURCES



LIFE EVENTS ⓘ

Life Events

Life Event

There are no Pending Life Events.



REPORT A LIFE EVENT ⓘ

Report a New Life Event

Marriage	Divorce or annulment	Birth, adoption or other new dependent child eligible event	Death of a spouse or dependent	Change in Status (Ex. Full time to Part time and Part time to Full time)	Change in Job (Job changes that impact benefit eligibility)
Commencement of or return from qualified leave of absence	Gain or loss of age eligibility for dependent	Gain, loss, or qualifying change of other coverage through another employer for employee and/or dependent	Change in Location/Network Access	New Hire Enrollment (use Hire Date as Event Date)	Other

Event Date*

02/01/2023

Start

Deadline for supporting evidence is April 2, 2023

- Next is the Benefit Highlights Page; read through – Click NEXT
- Next is the Benefit Elections Page
 - The ER contribution is not in auto enrollment because NYS has to have the EE elect it every year; If it says WAIVED, they have to click on the option in order to elect it THIS IS IMPORTANT! MAKE SURE EE SEES ER CONTRIBUTION ON THEIR ELECTIONS PAGE TO ASSURE THEY ARE TRULY ENROLLED IN IT!
- Click NEXT
- Next is the Verify My Elections Page
 - Verify and Submit
 - New Window opens with pdf of elections.

Finally, this will go into a pending life event approval stage. The OER will review and approve/deny these within approximately one week.

Please have enrollees/employees call TASC only around OE; otherwise, we want to send them to Bentek to enroll themselves.