

# Enrolling in Retiree Medical Benefits

## Enrollment Basics

- Medical coverage is effective on the first of the month after your Retirement Date provided that enrollment is completed within 31 days of your Retirement Date. Once you complete your enrollment, effective dates for all benefits plans you elect will display under the Current Benefits tile on the Benefits Resource Center landing page.
- Once you have made your benefits elections, you must wait until the next Retiree Annual Enrollment to make any changes unless you experience a qualifying life event.
- If you experience a qualifying life event (e.g. marriage, divorce, birth, or adoption of a child, loss or gain of spouse/domestic partner coverage), you may make certain changes to your benefits within 31 days of the event by signing in to the Benefits Resource Center and selecting “Declare an Event” on the “Report a Qualifying Event” tile and choosing from the list of life events.
- Documentation may be required as a result of your elections, such as including or adding a new dependent(s) to your coverage. You are required to submit proof of relationship to [NYU PeopleLink](#) within 31 days of a qualifying life event in order for your dependent(s) to have coverage.

***New Retirees who do not submit elections within 31 days of their retirement date will not be automatically enrolled in coverage.***



## Where to Enroll: NYU Benefits Resource Center

The [Benefits Resource Center](#) provides secure and efficient access for new retirees to make their medical benefits election.

To access the Benefits Resource Center, login to [NYUHome](#) with your NetID (printed on the back of your NYU identification card) and password credentials. Select the Work page, and click "Go" on the Benefits Resource Center card.

## How to Enroll

To enroll in your benefits as a new retiree or as the result of a qualifying life event, follow these steps:

- Login to [NYUHome](#) using your NetID and NYUHome password. Then select the Work page and click "Go" on the Benefits Resource Center card.
- Select "Enroll Now" in the "Retire" tile at the top of the Benefits Resource Center landing page.
- Once you've started your enrollment, you can:
  - Enter your dependent information
  - Elect your medical benefits
  - Complete and confirm your medical benefit election
  - Save your elections in PDF format

### Important Note If You are Adding a Dependent(s):

If you are adding a new dependent(s) to your coverage, you will be required to **submit proof of relationship** (e.g., marriage certificate, birth certificate) to [NYU PeopleLink](#).



**Accessing the Benefits Resource Center requires the following minimum versions of operating systems and web browsers:**

### **Operating Systems**

- Windows 7
- macOS 10
- iOS 9
- Android 5

### **Web Browsers**

- Internet Explorer 11
- Safari 10
- Firefox 57
- Google Chrome 64