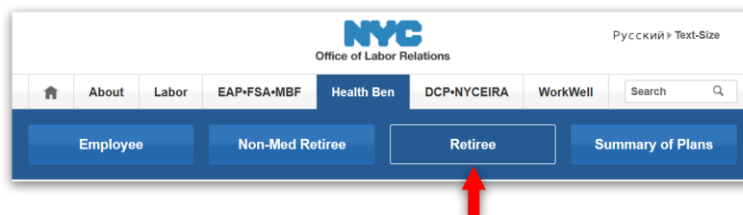


Use Your Computer and Smartphone to Fill Out Your HBP Form Online, then Print, Sign and Upload

Step 1. Complete and Print Your Form

Visit the <http://nyc.gov/hbp> and select "Retiree" from the top menu.



Choose "[Forms and Downloads](#)" from the left and then click on the form that you wish to fill out.

Once you have entered all of your information, carefully review your completed form and click the green "Print Form" button.

In the "Printer" field, select your printer and click "Print."

After you have printed the form, locate the Signature line on the form and **sign your name**.

A screenshot of the 'Health Benefits Program Application/Change Form'. The form is titled 'Health Benefits Program Application/Change Form' and includes sections for 'APPLICANT MULTIPLE CHECK ONE', 'REASON FOR SUBMISSION', 'EMPLOYEE/RETIREE INFORMATION', 'SPOUSE/DEPENDENT INFORMATION', 'FAMILY INFORMATION', 'HEALTH PLAN REQUESTED', 'EMPLOYEE ONLY (RETIRES ARE INELIGIBLE FOR THE HEALTH BENEFIT & BUY-OUT WAIVER PROGRAM)', 'TO PARTICIPATE IN THE HEALTH BENEFIT PROGRAM OR REQUEST CHANGE TO HEALTH COVERAGE', and 'FOR COMPLETION BY PAYROLL OR PERSONNEL OFFICE ONLY'. At the bottom left, there is a green 'Print Form' button and a red 'Clear Fields' button. A red arrow points to the 'Print Form' button.

Locate the green "print" button on the form

Step 2. Use Your Smartphone to Capture and Upload your Documents

Have your smartphone nearby, along with the hardcopy of your signed form and all related documents.

Open the browser on your smartphone (such as "Safari" on iPhone or "Chrome" on Android) and type the following URL in the Address field:

(Note: this is a web address not an email address)

<https://nycemployeebenefits.leapfile.net>

Choose the appropriate category from the list displayed under "Available Recipient"

Enter your information and choose the "Select Files to Send (Regular Upload)" button



On the "Select Files to Upload" screen, click "Choose Files" and pick the option to take a picture with your camera (this may be displayed differently, depending on your smartphone options)

Use your camera's phone to take a picture. If needed, repeat the "Choose File" procedure to include additional documentation.

IMPORTANT

Make sure the photo is legible.

Blurry and/or "cut off" images cannot be accepted.

Once you have chosen all necessary files, click "Upload and Send"

NYC
Office of Labor Relations

NYC Health Benefits Program (Retirees/Prospective Retirees)

Select files to upload

File #1	Choose File	mydocument.jpg
File #2	Choose File	mydocument2.jpg
File #3	Choose File	No file chosen
File #4	Choose File	No file chosen
File #5	Choose File	No file chosen
File #6	Choose File	No file chosen
File #7	Choose File	No file chosen
File #8	Choose File	No file chosen
File #9	Choose File	No file chosen
File #10	Choose File	No file chosen

** More files selectors will automatically appear if you run out **

Upload & Send

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Step 3. Confirm Successful Upload

Once you have successfully submitted your documents, you will receive a "successful upload" message on screen

