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TO: Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: EBD OnLine—New Resource for HBAs
DATE: September 18, 2000

We are pleased to announce EBD OnLine, a new resource for agency Health Benefits Administrators. EBD OnLine gives you Internet access to the benefit publications you now receive as paper documents. You will continue to receive the paper version of publications— EBD OnLine is an *additional* resource for HBAs with Internet access at work.

What is EBD OnLine?

EBD OnLine is a secure Web site that gives you the benefit publications you now have as paper documents. EBD OnLine now includes the NYSHIP General Information Books, policy memos, HBA memos, the Empire Plan at a Glance and more. The site also includes useful tools such as forms and reports you need at your fingertips. The information on this Web site is updated daily as needed. New documents are added to the site as they go to print.

What else does the site give me?

EBD OnLine connects you to the Empire Plan participating provider directory and new publications. Also, you can search the site by topic. For example enter the keyword "Medicare" for the information the Division has provided on that topic in the General Information Book, policies, Participating Agency HBA memos and manual. *The What's New section is upgraded daily and gives you announcements, mail dates, benefit changes and other important information.*

How do I sign on?

It's easy to sign on to EBD OnLine. The Web site address is **http://www.cs.state.ny.us/ebdonline/** .   On the sign on page, enter your NYBEAS User ID and password then click on "Enter":

> **User ID:**   Enter your NYBEAS User ID
> **PASSWORD:** Your password is: hba   (Be sure to use lower case letters)
> **ENTER:**   Click on this button

The sign-on procedure is required once every 30 days. Once you have entered your User ID and password, you will be allowed to access EBD OnLine directly without further authorization for 30 days, provided your NYBEAS User Code remains in the NYBEAS database. After 30 days, follow the above sign-on procedure again. Bookmark the Web site address for easy access or enter the Web site address above each time you open EBD OnLine.

Please note, if you have changed the preferences on your PC to "disable your cookies," you will be required to sign on to EBD OnLine for each visit.

- If you have trouble signing on to EBD OnLine call the Department of Civil Service Computer Help Desk at 1-800-422-3671, or in Albany call 457-5406 or e-mail them at Helpdesk@cs.state.ny.us.

- If you have questions about how EBD OnLine works or how to navigate through the site, click on the *Contact Us* button on the homepage or call the Employee Benefits Division Communications Unit at (518) 457-7577.

- As always, when you have questions about benefits contact your HBA Processor directly.

You must be an authorized NYBEAS user to access EBD OnLine. Any unauthorized use constitutes fraud.

Welcome to EBD OnLine

Welcome to EBD OnLine! On the homepage, you will see *NYSHIP: New York State Health Insurance Program.* Click on *Participating Agencies* to find the Table of Contents for the General Information Book, links to PA HBA memos, HBA Manual and other helpful resources.

Also, on the homepage, a click on the orange buttons will give you a direct link to recent publications, calendars of events and more.

Please take a moment to read the enclosed newsletter with the site map. You will find more help getting started once you sign onto EBD OnLine. Check the site map (orange button) and the Help button (lower right). Please send the Communications Unit your comments and suggestions using the *Contact Us* button on the home page.

Enclosure