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TO: Agency Health Benefits Administrators (HBAs)
FROM: Employee Benefits Division
SUBJECT: EBD OnLine Offers New Features for HBAs
DATE: September 6, 2001

EBD OnLine is an information resource for HBAs with agency Internet access, offering you benefit publications you now receive as paper documents, meeting dates, important health benefits announcements and more. EBD OnLine became available beginning June 30, 2000 at <http://www.cs.state.ny.us/ebdonline> and was introduced with HBA Memos, NY00-18, PE00-14 and PA00-14.

We are pleased to tell you about recent improvements to EBD OnLine:

You may now order your NYSHIP publications online.

- From the homepage, open *Publications and Forms*, then open *NYSHIP Publication Order Forms*.
- Here you may select a Group, then "Order OnLine" or "Print or View Form."

You may also order NY, PE and PA Health Insurance forms online.

- From the homepage, open *Publications and Forms*, then open *Supply Request Forms*.
- Here you will select a Group, then select "Order OnLine" or "Print or View Form."
On-line ordering is available for the multi-page/carbon forms that cannot be down loaded.

HBA and Policy Memo searches, and a NYSHIP General Information Book search makes finding information fast and easy.

- To view the NYSHIP General Information Book and other valuable information, select a Group under *NYSHIP* on the homepage. The Keyword Search button is on the top, right.
- From there, you may view or print memos by clicking on the top tool bar buttons.
These memos are searchable by date, memo number or keyword.

NY HBA Manual and Keyword Search

- On the homepage, select the blue oval button in the lower right corner of the screen.
The search feature searches the 12 chapter HBA Manual and the 5 new Manual chapters.

A complete list of HBA Broadcast Messages

- On the homepage, select *Quick Reports*.
- Scroll down to the General Information section and click on HBA Broadcast Messages.

Questions?

- If you would like more information or are having 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.

Watch for your 2002 Option Transfer materials on-line this fall on the same day they go to print.

"How to use EBD OnLine" training is being offered at the fall 2001 HBA Institutes. You will receive a schedule of those meetings soon. The schedule is also posted in the *Calendars* section of EBD Online.

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

EBD OnLine meets universal accessibility standards adopted by New York State for New York State Web sites.