

NY01-32
PE01-27
PA01-15

TO: Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Employee Health Benefits Information On-Line Handouts
DATE: November 5, 2001

We are pleased to make *NYS OnLine* Benefits Web Site handouts available to you for your agency employees. A sample of this publication is enclosed. This publication has not been mailed to employee homes. *NYS OnLine*, the Employee Benefits section of the NYS Department of Civil Service Web site, is designed for your employees with Internet access. This convenient resource offers on-line viewing and printing of the health benefits publications employees receive as paper documents, meeting dates, important health benefits announcements and more.

NYS OnLine is located at the Department of Civil Service Web site at <http://www.cs.state.ny.us>. On the homepage, a click on Employee Benefits takes the visitor to *NYS OnLine*. The material on this site is group-specific, providing the most up-to-date information possible, quickly and easily. New publications are available on-line several days before enrollees or agencies receive them in the mail.

You may order *NYS OnLine* Benefits Web Site handouts on your HBA Benefits Resource Center Web site at <http://www.cs.state.ny.us/ebdonline>. On the homepage, open the Publications and Forms section and click on NYSHIP Publication Order Forms. Then, simply follow the on-line ordering instructions.

Or, you may fax or mail your order using the special order form on the back of this memo. We will add this handout to the regular order forms the next time we mail you a full set.

Watch for your 2002 Option Transfer materials (including rates) on <i>EBD OnLine</i> and <i>NYS OnLine</i> this fall on the same day they go to print.
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Enclosures: 1

NYS OnLine and EBD OnLine meet universal accessibility standards adopted by New York State for New York State Web sites.