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MEMORANDUM

TO: Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Introducing New and Improved Web Sites
DATE: June 28, 2002

www.cs.state.ny.us/ebd - NYS OnLine

NYS OnLine, the Health Benefits section of the Department of Civil Service Web site, is the NYSHIP enrollee online resource for health benefits information. We are pleased to announce that beginning in July, 2002, several site enhancements including a new design, faster page response and a site-wide search function will be introduced. To aid with the transition, we are making NYS OnLine Employee Benefits Web site handouts available to you for your agency employees. A sample of this publication is enclosed. This publication will not be mailed to employee homes.

This convenient resource offers online viewing and printing of the health benefits publications employees receive as paper documents, along with meeting dates, important health benefits announcements and more. The material on this site is group-specific, providing the most up-to-date information possible, quickly and easily. In addition, new publications are available online several days before enrollees or agencies receive them in the mail.

www.cs.state.ny.us/ebdonline - ebd_online (formerly EBD OnLine)

ebd_online is your password-protected NYSHIP health benefits resource, organized and designed for Health Benefit Administrators. EBD OnLine first became available on this date, June 28, two years ago. Beginning in July 2002, we are pleased to provide you with a new and improved version of this valuable resource. We hope that you find the new features and faster page responses helpful. An outline of this new ebd_online Benefits Resource Center Web site has been printed as an easy reference guide for you. A sample is enclosed.

<p>Please note that new password security is being introduced with the new ebd_online Web site. You will be able to select your own password by following the simple instructions that display upon opening the site.</p>

(over)

- If you have trouble signing on to ebd_online, please call the Department of Civil Service Computer Help Desk at 1-800-422-3671. In Albany, call 457-5406 or e-mail 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.

The new and enclosed Web site fliers are now available. You may order the *ebd_online* and *NYS OnLine* Benefits Web site publications on ebd_online, at www.cs.state.ny.us/ebdonline. On the homepage, open the Publications & Forms section and click on NYSHIP Publication Order Forms. Then, simply follow the online ordering instructions.

Or, you may fax or mail your order using the special order form on the back of this memo. The NYS OnLine flier [AL0346 NYS OnLine Handout 6/02] will be included on the regular order forms the next time we mail you a full set.

You must be authorized by the Department of Civil Service to access ebd-online.
Unauthorized use constitutes fraud.

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