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PA06-22

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies
FROM: Employee Benefits Division
SUBJECT: New Navigation Flyer for the Department Web Site
DATE: September 29, 2006

Several months ago you received a Health Benefits Administrator (HBA) memo announcing the newly-designed Department of Civil Service web site at www.cs.state.ny.us. We are now pleased to provide you with a new NYSHIP Online web site navigation flyer that can serve as a helpful reference tool as you and your agency employees familiarize yourselves with the health benefits portions of the new Department site.

Due to the group customization of the site, a flyer has been created specifically for employees of Participating Agencies. This flyer provides some basic information about navigation and content available on the new site and offers some tips about how to use our web-based health insurance resources in your role as agency Health Benefits Administrator (HBA).

Distribution

We will soon be sending you a supply of this flyer equal to three percent of your enrollment.

Ordering Publications

You may order additional copies of the flyer [PA0139] by using the Publications Supply Order Forms or the Special Order Form enclosed with your shipment. Or, you can order on HBA Online (formerly ebd_online) at www.cs.state.ny.us/ebdonline under Publications & Forms. If you need help accessing HBA Online, please call the Help Desk or your processor. **Please wait until you receive your shipments of the new publication before you place an order.**

We encourage you to visit the site often to learn of new features and provide any feedback you might have to the EBD Communications Unit at 518-457-7577.

Enclosure