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PA09-19

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies with The Empire Plan
FROM: Employee Benefits Division
SUBJECT: Updated Navigation Flyers for the Department of Civil Service
Health Benefits Web Resources
DATE: July 29, 2009

We are pleased to provide you with new NYSHIP Online web site navigation flyers that can serve as helpful reference tools as you and your agency employees explore the health benefits portions of the Department of Civil Service web site at <https://www.cs.state.ny.us>.

Due to the group customization of the site, there are two versions – one for Participating Agency (PA) actives and another for PA retirees. These flyers provide some basic information about navigation and content available on the site and offer tips about how to use our web-based health insurance resources in your role as agency Health Benefits Administrator (HBA). Enclosed you will find one copy of each of these flyers.

Ordering Publications

You may order additional copies of the flyers [PA0173 for PA actives and PA0172 for PA retirees] by using the Participating Agency with The Empire Plan Benefits Publication Supply Order Form enclosed with this memo. Or, you can order on HBA Online at <https://www.cs.state.ny.us/ebdonline> under Publications & Forms. In addition to ordering a supply for your agency employees, please consider ordering a supply of flyers for PA Retirees (PA0172) to have on hand to include with your next mailing to your agency retirees. If you need help accessing HBA Online, please call the Help Desk or your processor. The appropriate version of the web site navigation flyer is included in the New Hire and New Retiree Quick Order packages, only available for order in the Publications & Forms section of HBA Online.

NOTE: We encourage you to visit the site often and continue to remind your agency employees to use this resource. You may provide any feedback you might have to the EBD Communications Unit through the online *Suggestions* feature on the HBA Online home page at the bottom left of the screen or by calling us at 518-457-7577. Also, look for web feedback surveys on both sites in the near future, which we will use to continue to improve our online resources for both you and NYSHIP enrollees.

Enclosures (3)