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NY11-08
PE11-06

MEMORANDUM

TO: New York State Health Benefits Administrators;
Participating Employer Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: New *Welcome to EBD*
DATE: June 1, 2011

We are pleased to announce that the newly designed version of *Welcome to EBD* is at the printer and will be shipped to agencies soon.

This publication explains how retirees can get assistance with their NYSHIP coverage and reflects improvements to our EBD Call Center phone system.

The June 2011 version replaces the January 2009 version. Please recycle any copies of the 2009 version on your shelves and replace it with this new version.

Distribution

We will send you five copies of this publication for distribution to new retirees. This publication will also be included in the new retiree quick order packages that are available to order on HBA Online only. It will not be mailed to enrollees' homes.

Publications available on our web site: <https://www.cs.state.ny.us>

Please check this web site for new publications. We generally post publications when we sign off for printing. This publication will be available on HBA Online under Publications & Forms and on NYSHIP Online. From the NYSHIP Online home page, click on Using Your Benefits, and then Publications.

Ordering Publications

You can order additional copies of this publication on HBA Online [AL1038 Welcome to EBD/June 2011]. From the Department of Civil Service home page, <https://www.cs.state.ny.us>, select Benefit Programs from the left-hand navigation. Then click on HBA Online. Open Publications & Forms, then open NYSHIP Publication Order Forms. If you need help accessing HBA Online, contact the Department of Civil Service Help Desk at 1-800-422-3671. **Please wait until you receive your shipment before you place an order.**

If you are unsure of how to order publications or have questions about this distribution, please call the Communications Unit at 518-457-7577.