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PA 12-02
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To: Participating Agency Health Benefits Administrators
From: The Employee Benefits Division
Subject: Mailing of HBA Memos
Date: January 27, 2012

As you are aware, it is mandatory that all Participating Agencies have access to the New York State Benefits Eligibility and Accounting System (NYBEAS) and HBA Online. **Effective immediately, the Employee Benefits Division will no longer mail printed copies of HBA Memos to Participating Agencies.**

HBA Memos will continue to be posted to HBA Online. When a new HBA Memo is available, a System Announcement will appear in NYBEAS. System Announcements are also used to communicate other important information to Participating Agencies. Therefore, it is very important that your Agency access NYBEAS and HBA Online frequently to ensure you receive the most up-to-date information from the Employee Benefits Division. It is also very important that your Agency maintain current contact information and system access permissions with the Department of Civil Service.

If you still do not have access permissions or you need to update the permissions for your Agency, you must complete the Information Resource Management Form IRM-302 as soon as possible, and email it to the ITS Enterprise Service Desk at its.sm.esd.ags@its.ny.gov. If you have any questions while completing the IRM-302 or would like to request a copy of the IRM-302, you may email the ITS Enterprise Service Desk at its.sm.esd.ags@its.ny.gov.

Agencies can access NYBEAS at the following direct link:

<https://nybeas.cs.state.ny.us/psp/NYBEAS/>

Agencies can access HBA Online at the following direct link:

<https://www.cs.ny.gov/ebdonline/>

If you have any questions you may call (518) 474-2780.