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**PA 13-12**  
**PA EX 13-13**

To: Participating Agency Chief Executive Officers  
& Health Benefits Administrators

From: Robert W. DuBois, Director, Employee Benefits Division

Subject: 2013 NYSHIP Regional Meetings for Participating Agencies

Date: August 26, 2013

We are pleased to announce the 2013 NYSHIP Regional Meetings for Participating Agencies. Staff of the Employee Benefits Division will present information concerning benefit and policy issues, projected Empire Plan experience for 2013 and the latest information on projected rates for 2014, updates regarding the Patient Protection Affordable Care Act, and Empire Plan benefit updates.

You are invited to attend one of the following sessions:

- **Wednesday, October 2<sup>nd</sup> 9:30 a.m. to 3:00 p.m.** Holiday Inn Saratoga Springs (Saratoga County) 232 Broadway  
Saratoga Springs, New York 12866
- **Tuesday, October 22<sup>nd</sup> 9:30 a.m. to 3:00 p.m.** Crowne Plaza Suffern (Rockland County)  
3 Executive Boulevard  
Suffern, New York 10901
- **Wednesday, October 23<sup>rd</sup> 9:30 a.m. to 3:00 p.m.** Hyatt Regency Long Island (Suffolk County)  
1717 Motor Parkway  
Hauppauge, New York 11788

***Sign-in will begin promptly at 9:00 a.m. for each session.***

You may register online beginning **September 16, 2013**. All reservations must be received by **September 26, 2013** in order to finalize luncheon arrangements and plan for adequate meeting materials. It is very important that you include an accurate e-mail address. Confirmation of your registration, including a link to directions to the meeting site will be sent via e-mail.

**Important:** Online registration is the **only** method of registration for the 2013 Regional Meetings.

### **Registration Instructions via HBA Online**

You may submit reservations for yourself and/or on behalf other agency representatives via HBA Online on the Department's web site at: [www.cs.ny.gov](http://www.cs.ny.gov).

1. On the homepage, click on "***Benefit Programs***" on the navigation bar on the left on the screen.
2. Select "***HBA Online***" on the resulting page.
3. Sign on with your HBA Online ***User ID*** and ***password***
4. Click on the red button, "***Register here for the 2013 Regional Meetings.***"

This will bring you to the registration page for the 2013 Regional Meetings. You will find all of the information needed to register for the meeting site of your choice, including meeting times and locations and map links.

After you have submitted your online registration, you should print a copy of the registration confirmation form for you records.

**Note:** It is now mandatory that Participating Agencies have access to HBA Online. If you do not have access, you must complete 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](mailto:its.sm.esd.ags@its.ny.gov). You will receive a User ID and a temporary password in the mail approximately in 10 business days. If you have any questions while completing the IRM-302, you may email the ITS Enterprise Service Desk at [its.sm.esd.ags@its.ny.gov](mailto:its.sm.esd.ags@its.ny.gov). To request a copy of the IRM-302, you may contact (518) 474-2780.