



Department of Civil Service

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Governor

NY15-14

TO: New York State Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: New Online Accident Reporting System (ARS) Manual

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We are pleased to announce that the ARS Online Manual is now available on the New York State Department of Civil Service's website. This online manual provides detailed information of each function of ARS providing step by step instruction for ARS users.

The online manual is located in two areas within the Civil Service website:

1. From the main home page (<https://www.cs.ny.gov>), navigate to *HR Professionals > New York State Human Resource Professionals > Publications & Forms > Manuals > ARS User Manual*.
2. After logging into HBA Online (<https://www.cs.ny.gov/employee-benefits/hba>), click on *ARS Manual* under the *Workers' Compensation* section on the main page.

The home page of the manual provides an overview of how to maneuver within the webpages of each section. By following the instruction in the manual, users can identify the processes of ARS which will help administer an employee's Workers' Compensation benefits appropriately and timely.