



Department of Civil Service

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Governor

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PE16-5

TO: Health Benefits Administrators of New York State Agencies;
Health Benefits Administrators of Participating Employers
FROM: Employee Benefits Division
SUBJECT: *Welcome to EBD*, April 2016
DATE: April 28, 2016

A newly designed and revised *Welcome to EBD* booklet is at the printer and will soon be available.

This booklet is a useful tool for retirees. It explains how the Employee Benefits Division (EBD) becomes their HBA in retirement and helps them stay in touch with EBD after they retire. It informs retirees about timely Medicare enrollment, offers tips for using NYSHIP Online, describes how the EBD Call Center assists them and includes a model letter and frequently used forms to manage their NYSHIP benefits.

The April 2016 version replaces the April 2014 version. Please recycle any copies you may have of the old version.

Distribution

This publication is part of the Retiree Quick Order (QO) packages. If you place an order online for the New NY Retiree or PE Retiree QO package, this booklet is included and will be mailed to the enrollee's home.

We will send you two copies of this booklet to distribute to your enrollees who are retiring.

Publications Available online: www.cs.ny.gov

Please check our web site for new publications. We generally post publications when we sign off for printing. Publications are available under Using Your Benefits.

Ordering Publications

You can order additional copies of this publication [AL1351 *Welcome to EBD*/April 2016] on HBA Online under Publications & Forms. **Please wait until you receive your shipment before placing an order for more.**

If you need help accessing HBA Online, e-mail the ITS Enterprise Service Desk at its.sm.esd.ags@its.ny.gov.

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