



NY18-09

## MEMORANDUM

**TO:** Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Accident Reporting System (ARS) Flyer, Poster and Wallet Card  
**DATE:** May 18, 2018

We are pleased to announce that the updated and rebranded Accident Reporting System (ARS) flyer, poster and wallet card are now available. These resources inform and remind employees to use ARS to report any work-related injury or illness.

These materials replace any ARS materials you have in stock or posted in your agency. Please remove all outdated publications and recycle them.

### Distribution

We will not be mailing these materials to enrollees' homes. We will send you a supply of five of each to post and distribute to new employees or those who request them.

### Materials Available on Our Website: [www.cs.ny.gov](http://www.cs.ny.gov)

Please check the website for new publications. We generally post publications when we sign off for printing. To access ARS materials, choose State Employees, then Resources. Next, click on Workers' Compensation, then Accident Reporting System Publications. **Note:** The wallet card is not posted online.

PDFs of both the poster and flyer are also available on HBA Online. Go to the workers' compensation section and click on ARS Publications.

### Ordering Materials

You may order additional copies on HBA Online under Publications & Forms. Go to NYSHIP Publication Order Forms, select the group, click on Order Publications Online and scroll down to Workers' Compensation Benefits. **Please do not order copies until you have received your shipment.**

If you need help accessing HBA Online, contact the ITS Service Desk at 844-891-1786, [fixit@its.ny.gov](mailto:fixit@its.ny.gov) or via chat at <https://chat.its.ny.gov>. If you are unsure of how to order publications or have questions about this distribution, please call the EBD Communications Unit at 518-457-7577.