



PE 18-15

To: Participating Employer Health Benefits Administrators
From: James DeWan, Director of the Employee Benefits Division
Subject: 2018 NYSHIP Webinar Session for Participating Employers
Date: October 29, 2018

The Employee Benefits Division (EBD) is pleased to announce that the 2018 Webinar Session for Participating Employers will be held on Tuesday, November 20, from 1:00 p.m. to 2:30 p.m.

EBD staff will cover topics that may interest senior managers and officers of Participating Employers, including the projected 2019 Empire Plan premium rates and 2018 experience. Additionally, EBD will cover information about NYBEAS transaction processing and recently published EBD communications, which may interest agency benefits administrators.

You are invited to participate in the session. Please be sure to test your current computer software ahead of the meeting date to ensure it meets the system requirements for webinar access. This test can be done when you receive your registration confirmation email, or by accessing the following link: <https://www.webex.com/test-meeting.html>.

There is a limit to the number of registrants allowed per session. If more than one person in your agency wishes to participate, we ask that you coordinate with staff within your agency to arrange for only one registrant. The Webinar is being recorded for future playback. If the sessions fill up and you are unable to register, you will have the option to view a recorded session. We will send a NYBEAS system announcement when the session is available to view.

To register for a session, click on the link below corresponding to the session that you wish to attend. Complete the required information and click 'register'. Once you are registered, you will receive an email confirming registration of the Web Seminar, therefore please ensure your email is correct. In your confirmation email you will also be provided with the option to test your system. To test your system requirements, click on the 'TEST' link to confirm that you're able to access the meeting.

Enclosed is a system requirement list titled, 'CISCO WEBEX WEB CONFERENCING'. Please review to make sure your system meets the requirements. If you experience technical difficulty or are unable to install required software to allow you to test your system, we suggest you first contact your computer system administrator. If your computer system administrator is unable to resolve, you should call 1-866-229-3239, which can be found when accessing the above link. If this still does not resolve the problem, you may call the PA/PE help line at 518-474-2780.

Please do not wait until the meeting date to test your system. You may find that your system does not meet the requirements and be unable to register for the meeting.

Tuesday, November 20, 1:00 p.m. to 2:30 p.m.

Registration Address for Attendees:

<https://suny.webex.com/suny/onstage/g.php?MTID=e9d5dad49a6f724fcde1cf899c97e6239>

Dial-In Number and Conference Code: **1-240-454-0879**

Event Number: **649 010 910**

Enclosure