



Department of Civil Service

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Governor
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Commissioner

PE 20-28

To: Participating Employer Health Benefits Administrators
From: James DeWan, Director of the Employee Benefits Division
Subject: 2020 Annual NYSHIP Participating Employer Webinar
Date: November 13, 2020

We are pleased to announce that the 2020 Annual Participating Employer Webinar will be held Thursday, December 3, from 10:00 a.m. to 11:30 a.m. The Employee Benefits Division will present information on New York State Health Insurance Program (NYSHIP) updates related to policies, Health Benefits Administrators' (HBAs') responsibilities, and benefit changes.

This year, it will be **mandatory** for all Participating Employer (PE) HBA's to either attend the live 2020 Annual NYSHIP Participating Employer Webinar or to watch a recording of the webinar.

There is a limit to the number of registrants allowed. If more than one person in your agency wishes to participate in the live webinar, we ask that you coordinate with staff within your agency to arrange for a maximum of three registrants. If the session fills up and you are unable to register, you must view the recorded session. We will send out an HBA Memo once the recorded webinar session is available for you to view on HBA Online.

To register for the live webinar, click on the registration link below. Complete the required information and click 'register'. Once you are registered, you will receive an email confirming registration of the webinar, therefore please ensure your email is correct.

We recommend that you test your system prior to the session to be sure your current computer software supports the webinar. This test can be done by accessing the following link: <https://www.webex.com/test-meeting.html>. 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.

Registration Link: [Thursday, December 3, 10:00 a.m. to 11:30 a.m.](#)