



Department of Civil Service

ANDREW M. CUOMO
Governor
LOLA W. BRABHAM
Commissioner

NY21-03

TO: New York State Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Email Distribution List for NYSHIP Health Benefits Administrators
DATE: March 2, 2021

In December 2020, the Employee Benefits Division (EBD) held a mandatory Webinar for Health Benefits Administrators (HBAs) to provide information regarding roles and responsibilities related to the New York State Health Insurance Program (NYSHIP). During that Webinar, many HBAs asked if it was possible for EBD to email HBA memos when they are published.

In response to that request, EBD has created a distribution list to email HBA memos and other pertinent information to HBAs. All who registered for the December 2020 webinars were automatically added to the distribution list. If you were unable to attend the Webinar, or you attended the Webinar but have not received a confirmation that you were added to the distribution list, **please subscribe by clicking the link at the bottom of the memo.** (The link has also been posted to the HBA Online homepage.)

Users are encouraged to subscribe using their business email account, rather than their personal email account. When inputting your email address, please take care not to add extra spaces in the address or at the end, otherwise you may get an error message. Once subscribed, you will be able to manage your preferences by clicking the "Manage Subscriptions" link that appears at the bottom of every email distributed through the distribution list.

As a reminder, please watch the video of the December 2020 HBA Webinar at your earliest convenience if you have not already done so. It is mandatory for all HBAs to view this Webinar. More information can be found in HBA Memo NY20-34.

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