



ATTENTION BENEFIT ELIGIBLE STATE OF DELAWARE EMPLOYEES: HELP THE STATEWIDE BENEFITS OFFICE GO GREEN!

Beginning March 1st, you will have the opportunity to consent to receive your Open Enrollment (OE) materials, notices and other benefits information online, so you can view them at your convenience, any time. We strongly encourage you to do this, as it will eliminate unnecessary use of paper and is a much more efficient method of delivering OE communications and other important notices, as compared to delivery by U.S. mail. Plus, by following these simple steps, employees currently enrolled in a health plan will be placed into a random drawing to **win an iPad Mini or a \$50 Visa Gift Card**.

Call To Action

➔ **Access Employee Self Service at <http://www.employeeelfservice.omb.delaware.gov/> between March 1 – 31, 2015**

For questions regarding Employee Self-Service navigation or password resets, please email ePay_Security@state.de.us or call 1-866-751-7833.

Complete these two simple steps using the Navigation below:

1. Consent to receive your Open Enrollment materials, notices and other benefits information online

(Helpful Tips) - Navigation to consent to receive your OE materials and notices online:

Main Menu > Self-Service > Benefits > Benefits Notices Consent

Employees will receive an email notification when OE materials, notices and other benefits information are available online.

AND

2. Confirm your personal contact information – Make updates as needed

(Helpful Tips) - Navigation to verify or update your personal information in Employee Self-Service:

Main Menu > Self-Service > Personal Information > Home and Mailing Addresses

Main Menu > Self-Service > Personal Information > Phone Numbers

Main Menu > Self-Service > Personal Information > Email Addresses

By following the steps above, you'll be **automatically entered into a random drawing to win an iPad Mini or a \$50 Visa Gift Card** courtesy of your health plan administrators, Aetna and Highmark Delaware*

*Employees must be currently enrolled in a State of Delaware health plan administered by Aetna or Highmark Delaware to be eligible for the random drawing. A total of seven iPad Minis and seventeen \$50 Visa Gift Cards will be given away courtesy of Aetna and Highmark Delaware. Winners will be notified no later than April 15, 2015 at the "Preferred" telephone number provided in Employee Self-Service.

This newsletter is published by the Delaware Statewide Benefits Office.

To view other SBO e-newsletters, visit

<http://ben.omb.delaware.gov/communication.shtml>.