Benefits Open Enrollment Is Available
24 Hours A Day In Employee Self-Service Between Now And May 26

Enroll Or Make Changes This Weekend
To Help Reduce High Volume In
Employee Self-Service Next Week

Want to enroll, make any changes or terminate coverage for you or your
spouse/dependent(s)? If so, now is the time to do it!

Before you enroll or make changes you should take the time to review your current benefits coverage and
all of your benefit plan choices for health, dental, vision and supplemental benefits (critical illness and
accident insurance).

As a reminder, if you are not making any changes to your current benefits and do not cover a spouse,
no action is required.

Call To Action
Visit www.ben.omb.delaware.gov/oe for Open Enrollment information and materials. Follow the
2016 Enrollment Action Checklist on page 4 of the Open Enrollment Booklet.

Important: Please enroll or make changes at your earliest convenience to ensure they are
completed! High volume in Employee Self-Service during the last few days of Open Enrollment
could lead to slow response times and delays. If you receive an operation error message, please
refer to the refresh instructions located at the top of the Employee Self-Service assistance page.
Report any issues to benefits@state.de.us.

Cover your spouse on your health (Aetna or Highmark Delaware) plan?
If so, complete your Spousal Coordination of Benefits Form!

You MUST complete a new Spousal Coordination of Benefits Form online in Employee Self-Service each
year during Open Enrollment, if you cover your spouse on your health (Aetna or Highmark Delaware)
plan.

Call To Action
Complete your Spousal Coordination of Benefits Form in Employee Self-Service by
May 26, 2016. Visit www.ben.omb.delaware.gov/oe to access the eBenefits & Employee Self-
Service Quick Reference Guide for helpful tips on completing the form.