



March 25, 2015
Issue

e - Newsletter



ACT
NOW!

YOU ONLY HAVE ONE WEEK LEFT TO CHOOSE TO RECEIVE YOUR BENEFIT INFORMATION ONLINE

Each year for Open Enrollment, the Statewide Benefits Office sends out packets of information via U.S. mail to benefit-eligible employees providing them with important information about their health, dental and vision benefits. The packets include a number of health care coverage notices and other information that are required by law to be supplied to employees every year. You now have the opportunity to receive all of these documents online (electronically via web links) instead of receiving them at home in your mailbox. Once all of the 2015 Open Enrollment benefit materials and notices are ready, you will simply receive an email notification letting you know that the materials are available for you to view online. Now, that is convenient! **Follow the simple steps below and consent today!**

Call To Action

↳ Access Employee Self Service at <http://www.employeeselfservice.omb.delaware.gov/> between NOW and the deadline of March 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

This newsletter is published by the Delaware Statewide Benefits Office.

To view other SBO e-newsletters, visit

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