



May 27, 2015
Issue

e - Newsletter




Open Enrollment Closes Tomorrow (May 28, 2015)

Complete your enrollment or changes to your benefit coverage and view your Benefits Summary to make sure your benefit elections and coverage are listed correctly.

Call To Action

- Everything you need is located at www.ben.omb.delaware.gov/oe.
- If you cover a spouse on your medical plan, you must complete a Spousal Coordination of Benefits form at www.employeeselfservice.omb.delaware.gov.
- View your benefit elections by accessing the Benefits Summary at www.employeeselfservice.omb.delaware.gov. Refer to page 4 of the eBenefits & Employee Self-Service Quick Reference Guide for instructions. Please note that your Benefits Summary will not reflect benefit changes until the following business day.

 **Important:** If there is an error on your Benefits Summary, you must contact your Human Resources/ Benefits Office no later than June 5, 2015. **No corrections will be made after June 5, 2015.**

This newsletter is published by the Delaware Statewide Benefits Office.
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<http://ben.omb.delaware.gov/communication.shtml>.