



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.

This newsletter is published by the Delaware Statewide Benefits Office.

To view other SBO e-Newsletters, visit

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