



May 25, 2016
Issue

e - Newsletter



2016 Benefits Open Enrollment **Closes Tomorrow** (Last Day Is May 26, 2016)

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

- 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.
- If you cover your spouse on your Aetna or Highmark Delaware health plan, you **MUST** complete a new Spousal Coordination of Benefits Form online in Employee Self-Service (www.employeeselfservice.omb.delaware.gov) during Open Enrollment.
- View your benefit elections by accessing the Benefits Summary in Employee Self-Service (www.employeeselfservice.omb.delaware.gov). Refer to page 4 of the eBenefits & Employee Self-Service Quick Reference Guide (located at www.ben.omb.delaware.gov/oe) 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 3, 2016. **No corrections will be made after June 3, 2016.**

High volume in Employee Self-Service (www.employeeselfservice.omb.delaware.gov) during the last few days of Open Enrollment could lead to slow response times and delays. If you are unable to log into the system after the second attempt, please try again later. If you receive an operation error message, please refer to the refresh instructions located at the top of the Employee Self-Service assistance page. Self-Service Open Enrollment is available 24 hours a day between now and May 26.

This newsletter is published by the Delaware Statewide Benefits Office.

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