

NOTE: This e-Newsletter contains information intended for benefit-eligible employees.

Complete The Pre-Open Enrollment To-Do's

You are *strongly encouraged* to access Employee Self-Service (<http://employeeselfservice.omb.delaware.gov/>) **NOW** and complete the following steps to ensure a smooth Open Enrollment this May:

1. Make sure you can **Sign In**.
2. View your **Personal Information** (i.e., phone numbers, home and mailing addresses, etc.) to ensure all information is correct - Update as needed.
Navigation: Main Menu > Self-Service > Personal Information
3. If you haven't done so yet, **consent by March 15** to receive your Open Enrollment packet materials online rather than through U.S. mail (this is a quicker and more cost effective way to receive materials).

Navigation: Main Menu > Self-Service > Benefits > Benefits Notices Consent



Call To Action

➔ Access Employee Self-Service at <http://employeeselfservice.omb.delaware.gov> and complete the Pre-Open Enrollment To-Do's. Learn more at de.gov/statewidebenefits by selecting the "Open Enrollment" button.

EAP + Work/Life Program: March 2017 HMS (Health Advocate) Newsletter And Webinar



This month's newsletter topics include:

- Become a Smarter Healthcare Consumer;
- Healthy Eating Made Easy;
- Stay Positive; and
- National Nutrition Month

Register today for this month's free webinar: Tuesday, March 21 at 12:00 pm (60 minutes) "*Managing Change at Work.*"

Call To Action

➔ Visit www.ben.omb.delaware.gov/eap to view the newsletter and register for the free webinar.