

## ***The EBD Update – Friday, September 21, 2007***

A weekly publication by The Employee Benefits Division

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### ***\*\* State Edition \*\****

#### **Pending Forms to be Removed from ARBenefits**

In preparation of the State Open Enrollment, all Pending Forms will be removed from ARBenefits at the close of business on September 28<sup>th</sup>. Please process these forms as necessary before they are removed.

#### **New Forms Posted to ARBenefits**

The following forms have been posted to ARBenefits and are available under Benefits Library / Publications and Paper Forms:

- Enrollment Form | Effective 1/1/2008
  - Form to be used by any member electing to join the plan, make a change of coverage, or decline coverage under the new ARHealth plan
- Minnesota Life Beneficiary Designation Form
  - Form to be used by any member with life insurance to name his / her new beneficiary of the death benefit
- Minnesota Life Enrollment Form
  - Form to be used by any member wanting to make changed to his / her life insurance coverage
- Minnesota Life Evidence of Insurability Form
  - Form to be used by any member who must submit additional health information regarding an increase of life insurance coverage

**\*\*\*** Please keep in mind that the Minnesota Life Forms should only be used if no web connection is available for the member to access the ARBenefits site in order to use the link to Minnesota Life and do these functions through their secure website. **\*\*\***

#### **Follow up on Ferndale**

I have not yet collected all presentations that were made last week in order to post them to the web. It should not be too much longer before all presentations are collected and posted to ARBenefits.

Open Enrollment Notice to your Employees should be posted on Monday to ARBenefits so that each agency may have detailed instructions to share with your employees on how to enroll or change coverage during the coming Open Enrollment period. Check the ARBenefits site Monday afternoon for documents called: **“How Do I Enroll in ARHealth\_AASIS”** and **“How Do I Enroll in ARHealth\_Non AASIS”**.

Annual Benefit Guides to ship from printer on Tuesday. Most of the books will ship directly to the mailing company and will begin the labeling & mailing process. We also have a supply of books being shipped to our office and can

supply your agency with as many as you need. Please send me an e-mail with your agency information and how many books you need.

The 2008 Annual Benefit Guides for active employees and retirees have been posted to ARBenefits at the following addresses:

Active: [https://arbenefits.org/ebd\\_pages/forms/egASEActive2008.pdf](https://arbenefits.org/ebd_pages/forms/egASEActive2008.pdf)

Retiree: [https://arbenefits.org/ebd\\_pages/forms/egASERetiree2008.pdf](https://arbenefits.org/ebd_pages/forms/egASERetiree2008.pdf)

Our calendar for October is filling up but if you would still like to have an EBD representative at your agency's open enrollment group meeting, we will do what we can to get it scheduled. Please send me an e-mail with your dates and times.

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