

The EBD Update – Friday, October 12, 2007

A weekly publication by The Employee Benefits Division

***** Public School Edition *****

Message from USABLE Life

JUST A REMINDER: New or transferring employees may enroll in life insurance benefits and designate their beneficiary on-line this year at the web address below. The site is easy to use without instructions - try it and see! You can copy and paste the below address into your internet browser. Once the employee fills out the application on line, they will need to print it, and submit it to you. You can send the applications to USABLE Life in the normal manner. If you have any questions, please contact Nicola Patterson at NPatterson@usablelife.com

<http://www.usablelife.com/enrollment/ar/schools/>

Change Form

You can now use the Change Forms for any member changes effective 11/01/2007 or later. You can access the Change Form at the following address:

https://arbenefits.org/ebd_pages/forms/formChange.pdf

Summary Plan Description (SPD)

The new Summary Plan Description (effective 10/01/2007) can be accessed at the following address: https://arbenefits.org/ebd_pages/forms/spd2008.pdf

The previous edition of the SPD can be located in the archives section of the site. Once we get a count of the printed SPD booklets requested from the state employees, we will begin the printing process and mail the books to the members who requested a printed copy.

Scheduled Down-Time

ARBenefits will be unavailable Sunday, October 14th from 6:00 a.m. to noon for routine maintenance. We apologize for the inconvenience.

Jason Lee, CFCI
Director of Communications
Employee Benefits Division
501 Woodlane St., Suite 500
Little Rock, AR 72201

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