

EPIC E-MAIL MESSAGE – October 1, 2015

TO: All SHBP and SEHBP Participating Locations

FROM: New Jersey Division of Pensions and Benefits

SUBJECT: SHBP/SEHBP Open Enrollment for Plan Year 2016

This is a reminder that Open Enrollment for State Health Benefits Program (SHBP) members and School Employees' Health Benefits Program (SEHBP) members begins October 1 and ends November 2, 2015.

Please distribute the attached [oe.pdf](#) to your employees to announce the beginning of Open Enrollment for Plan Year 2016. Your assistance in forwarding this communication for Open Enrollment is very important and vital to making the Open Enrollment period a beneficial experience for your employees.

"Find the Plan that Fits" — is the theme for this year's Open Enrollment. In the attached .pdf employees are encouraged to visit our website: www.nj.gov/oe and closely review all of their options during Open Enrollment in order to find the plan that fits their needs and/or the needs of their family.

When your employees visit the www.nj.gov/oe website they will have access to:

Videos — we now provide online videos that provide general information about your employees' medical and dental options. Please note: These videos are best viewed using one of the following browsers: Google Chrome, Firefox, or Safari. Internet Explorer may not display the videos correctly on your computer.

Health Capsule Newsletter — The Health Capsule newsletter summarizes the videos and provide links to applications, comparison charts, and calculators.

Online Materials — A link to Open Enrollment informational materials can be accessed via www.nj.gov/oe

If you are not responsible for the communication and administration of health benefits for your employees, please forward this letter and all future Open Enrollment communications to your Human Resources staff, Benefits Administrators, or any other staff members who will be distributing the Open Enrollment materials to your employees.

Thank you for your assistance in making this Open Enrollment a success for your employees.

DISTRIBUTION OF THIS LETTER

Please forward the attached document to your employees and if possible, post it in a common area at your worksite. Please also encourage your employees to share this important information with their covered spouse/partner.

Certifying Officers should forward this message to their human resources staff, benefit administrators, and any other staff members responsible for the administration of benefits for employees. If you need to review previous e-messages, they are available on the Division's Web site at: <http://www.state.nj.us/treasury/pensions> At the home page, go to "Online Services — Employer Pensions and Benefits Information Connection (EPIC)" and then on the EPIC page select "Archive of E-Messages."

Please note: It is important that the Certifying Officer's e-mail address is kept current with the Employer Pensions and Benefits Information Connection (EPIC) to assure the accurate and timely delivery of this information. Update your information using the Employer Demographics application in EPIC.