

**NOTE:** Contains information intended for benefit-eligible State Agency, K12 (School District and Charter School), DTCC and DSU employees. The "Help us help you" article does not apply to Delaware Transit Corporation employees.



Benefits Made Easy

January 11, 2018  
Issue

e - Newsletter

Help us help you to get important benefits information & enrollment materials

### Call To Action

→ Login to PHRST Employee Self-Service at [employeeselfservice.omb.delaware.gov](http://employeeselfservice.omb.delaware.gov) and complete the steps below:



This ensures you receive important materials and updates from SBO and your benefit plan vendors

1

**Review and update your Personal Contact Information.** Choose your Preferred Choice for each category.

Navigation: *DE Employee Self-Service* → *Personal Information*

- Home Address
- Phone Numbers
- Email Addresses

This is a quicker and more cost effective way to receive materials rather than through U.S. mail

2

**Consent to receive your IRS Form 1095-C online.**

Navigation: *DE Employee Self-Service* → *Benefits* → *1095-C Consent*

If you consent after 1/12/2018, your 2017 1095-C will be sent via mail.

*Note: No action is needed if you have already consented.*

3

**Consent to receive your Benefits Open Enrollment packet materials and required federal notices online.**

Navigation: *DE Employee Self-Service* → *Benefits* → *Benefits Notices Consent*

If you consent after 3/15/2018, your 2018 Open Enrollment materials will be sent via mail.

## EAP + Work/Life Program: January 2018 Health Advocate Newsletter

W O R K

Newsletter Topics include:

- How to set achievable New Year's resolutions;
- 18 tips to improve your well-being in 2018; and
- Maintain good credit for financial wellness

L I F E

**FREE MONTHLY WEBINAR -**

"Budgeting Basics - The Key to Becoming Financially Healthy" (60 minutes)

Watch the pre-recorded webinar at your convenience.

B A L A N C E

### Call To Action

→ Visit [www.ben.omb.delaware.gov/eap](http://www.ben.omb.delaware.gov/eap) to view the newsletter and access the free webinar.

This newsletter is published by the State of Delaware Statewide Benefits Office.

To view other SBO e-Newsletters, visit

<https://ben.omb.delaware.gov/communication.shtml>.

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