

CONTENT AREA

2016 Open Enrollment Benefit Liaison Meetings

ANNOUNCEMENT

It is time for the 2016 Open Enrollment Benefit Liaison meetings! Please come to the liaison training to get all the important information regarding the 2016 benefit programs. The Benefit Services Division will be offering two webinars this year for those of you who cannot attend in person.

The 2016 Open Enrollment Benefit Liaison **Classroom** meetings are scheduled to be held at the Arizona Department of Administration located at 100 N 15th Ave, Suite 103, Phoenix, AZ, on the following dates and times:

September 21 – 1 pm – 2:30 pm
September 22 – 10 am – 11:30 am
September 23 – 1 pm – 3 pm
September 24 – 10 am – 11:30 am

The **Webinar ONLY** sessions will be held on the following dates:

September 22 – 1 pm – 2:30 pm
September 23 – 10 am – 11:30 am

Advanced registration is required for all sessions. Classroom sessions have limited seating.

Register for a **CLASSROOM** session as follows:

1. Log into Y.E.S.
2. Click on Employee Training
3. Click on Registration by Category
4. Click on ADOA COURSES. Review the list of trainings until you find the seminar Titled OPEN ENROLLMENT **CLASSROOM** 2016
5. Click on course ADBEN 104
6. Click on session number for session wanted
7. Follow the instructions to register

Register for a **WEBINAR** session as follows:

1. Log into Y.E.S.
2. Click on Employee Training
3. Click on Registration by Category
4. Click on ADOA COURSES. Review the list of trainings until you find the seminar Titled OPEN ENROLLMENT **WEBINAR** 2016
5. Click on course ADBEN 105
6. Click on session number for session wanted
7. Follow the instructions to register

If you have questions regarding the training please email Elizabeth Schafer at Elizabeth.schafer@azdoa.gov.

ISSUED

September 1, 2015