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Circular Letter

TO: HEALTH BENEFITS OFFICERS (HBO) AND ASSISTANTS OF THE CALIFORNIA STATE UNIVERSITY, STATE, AND CONTRACTING AGENCIES

SUBJECT: EMPLOYER OPEN ENROLLMENT HEALTH FAIR SCHEDULING TOOL

Introduction The "Open Enrollment Health Fair Reservation System" provides employers with a web-enabled single point of service portal to schedule all Health Plan Partners for your employee health fairs.

This registration system allows you to schedule health fairs with all available health plans simultaneously, providing you with "one-stop-shopping" and better equips our health plans to manage their attendance at these events.

The web-portal will be available June 4, 2007. You can access this online system by clicking on a link at the CalPERS Website at www.CalPERS.ca.gov or at www.healthfairregistration.com.

Health Fair Reservation System

We have modified the reservation system based on last year's feedback, and hope the improvements will make your reservation process easier.

- **Unique Registration:** You will register using your agency's four-digit employer code and three-digit unit code (e.g., 1234-000), and Zip code. If you do not know your agency's employer and unit codes, you can find them on your monthly invoice (public agencies only), or by calling the Employer Contact Center at 1-888-225-7377 for assistance.
- **Greater Flexibility:** We've expanded the reservation calendar to include more option dates which allow greater scheduling flexibility.
- **Clearer Instructions:** We've included step tabs to guide you through the scheduling process to ensure a successful registration.
- **Immediate Confirmation:** You will receive a confirmation e-mail

immediately after your registration is successfully accepted by the system.

- Follow-up: You will receive a reminder e-mail two weeks before your date of event.

Important dates

The following are important dates and a timeline to remember for this year's open enrollment activities.

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|---------------------------|--|
| June 4 | Open Enrollment Health Fair Registration System available to employers. Note: Registration for the health fairs are served on a "first-come" basis. |
| August 20 – October 5 | Open Enrollment Fairs with the Health Plan Partners |
| September 17 – October 12 | CalPERS Open Enrollment Period |

Contacts

Please contact the CalPERS Employer Contact Center at 1-~~888~~-225-7377 for further assistance.

Sincerely,



Holly A. Fong, Chief
Office of Employer & Member Health Services