

I.E. Shaffer & Co.

NJ Stay at Home Order

Emergency Operational Information

While the NJ Stay at Home Order is in effect, I.E. Shaffer & Co. will continue operations in a primarily remote capacity performing all of our functions. Please note that our regular phone system will be shut down during this time, and our office will be closed to all outside visitors.

During this time, the best way to contact our office is by sending us an email through our secure email server. This system can be used to send our office any questions and/or documents such as benefit applications and claim forms. In order to use this system, simply go to this web site:

mail2.ieshaffer.com/securemail

From this site select from the “Available Recipients” the department that you need to contact, type in your message along with your contact information, and attach any documents that you want to send. The use of this site is the preferred method to contact our office at this time. Messages will be responded to as quickly as possible.

If you are unable to send a secure email, you can leave a voice mail at one of the numbers listed below, however, the preferred method of communication at this time is the secure email system.

Pension Department Voice mail: (609) 718-1332

Annuity Department Voice mail: (609) 718-1333

Medical and HRA Claim Department Voice mail: (609) 718-1380

Enrollment Department Voice mail: (609) 718-1348

Temporary Disability Department Voice mail: (609) 718-1379

You can also fax information to (609) 530-1331. However, the secure email system outlined above is the preferred method to contact us at this time.

We appreciate your patience as we continue to operate in this very stressful time that we are facing together.