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Contact myMetro.net

## Benefits Open Enrollment for Non-Contract, AFSCME, EXPO, and Teamster Employees

- Signup period is Nov. 13 through Nov. 27, 2007
- LINK Click here> <a href="http://benefits.metro.net">http://benefits.metro.net</a> < to access the new 2008 Benefits Open Enrollment system</li>

#### By JAN OLSEN

(Nov. 13, 2007) This year, non-union employees and board members may complete their benefit enrollment online via the newly implemented Oracle Advanced Benefits (OAB) platform. Open Enrollment to select medical, dental and other group insurance benefits for 2008 through OAB is accessible on the Intranet via employee work computers and on home computers via the internet/Intranet link. The Open Enrollment platform will be accessible beginning today, Nov. 13, through close of business Tuesday, Nov. 27. The Benefits Open Enrollment system includes detailed sign-on instructions and user's guides, links to websites, brochures, and forms to assist in making important decisions regarding individual benefit choices for 2008.

#### Important steps to take:

**1. Access the 2008 Benefits Online Enrollment System** – available from 11/13/07 through 11/27/07.

This link is also located in the right-hand column of the myMetro.net home page on the Intranet. This system is available online from any location at <a href="http://benefits.metro.net">http://benefits.metro.net</a>.

Easy-to-follow instructions are included to explain your unique User ID and password for employees who do not have an FIS account.

If you are a current FIS user, you can access the system using your FIS user name and password. Once you have signed on, you will see Benefits Open Enrollment listed as one of your responsibilities.

The online system will allow you to review your current enrollment choices, add, delete, or update dependent information, and make changes to your benefit plans for calendar year 2008, if you so desire. Please pay particular attention to instructions (printed in "red"), which will assist you in successfully completing your enrollment.

If no changes are made, current plans will remain in effect during calendar year 2008, with the exception of the Flex Spending Accounts and the Non-Tobacco Users Life Insurance, both of which require an election each year.

The 2008 Guidebooks, brochures, plan enrollment forms, and links to insurance carrier websites are included on the system. Specific insurance carrier websites require Internet access, and are provided as a

convenience, but are not required to complete your enrollment process.

2. Print a copy of your Confirmation Statement and retain for your records.

Contact the Pension and Benefits staff at 922-7186 if you have any questions or need assistance completing your Open Enrollment. Please be aware that the annual open enrollment period is a very busy time. If necessary, please leave a detailed message, including a call-back number, so a Benefits employee can reach you in a timely manner.

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