

## **Open Enrollment Online for Non-Contract, AFSCME, and Teamster Employees**

**LINK>** Click here to download 2004 [Benefits Enrollment Instructions](#)

**LINK>** Click here to access 2004 Benefits [Online Enrollment System](#)

- The Annual Benefits Open Enrollment period for Non-Contract, AFSCME, and Teamster employees is scheduled to begin on Saturday, November 1, 2003 and will end as of close of business on Monday, November 17, 2003.

### **Important steps to take:**

- **Review the Employee Benefits Enrollment Instructions.**  
This link is located at the top of the right-hand column of the metro.net home page. These easy-to-follow instructions explain your unique ID and password, as well as provide helpful reminders.
- **Access the 2004 Benefits Online Enrollment System.**  
This link is also located at the top of the right-hand column of the metro.net home page. This system is available online from any location at <http://fisben.mta.net>  
  
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 2004, 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 2004, with the exception of the Flex Spending Accounts and the Non-Tobacco Users Life Insurance, both of which require an election each year.  
  
The 2004 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.
- **Print a copy of your Confirmation Statement** and retain for your records.

Please contact the Pension and Benefits staff if you have any questions or need assistance completing your Open Enrollment:

- Jan Olsen 922-7151
- Judi Cline 922-7186
- Ed Myatt 922-7185

Extra computers are also available in the Pension & Benefits area for your use if you do not have access elsewhere.

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