



Retirement and Insurance Service
Benefits Administration Letter

Number: 00-701

Date: February 09, 2000

Subject: Benefits Administration Information Online Mailing List

Introduction

We are pleased to announce the Benefits Administration Information (BENEFITSINFO) online mailing list. The Benefits Administration Information list emails information, primarily Benefits Administration Letters, to subscribers. While the primary customers for the Benefits Administration Information list are agency benefits officers, anyone, anywhere can subscribe to the list. Beginning with this Benefits Administration Letter (BAL), all BALs automatically will be sent to list subscribers. BALs will continue to be posted on the Federal Benefits web page www.opm.gov/benefits.

How to subscribe to the Benefits Administration Information List.

You can subscribe to the list in either of two ways:

1. Send an email message requesting a subscription to the list. Address your email to listserv@listserv.opm.gov.

In the BODY of the message type:

SUBSCRIBE BENEFITSINFO *email@opm.gov* *firstname lastname.*, substituting your own email address, first name and last name.

2. From the web (<http://listserv.opm.gov/archives/index.html>), select the BENEFITSINFO list. From the BenefitsInfo Page, select join or leave the list (or change settings). You will then get a form to enter your email address and your full name (the same info needed in the email method).

That's all it takes. You'll automatically be added to the list and begin receiving BALs.

You may already be on the Benefits Administration Information List

We started the list with the list of agency headquarters benefits officers. If you received this BAL by email, you're already on the list and don't have to do anything to continue receiving future BALs by email.

A handwritten signature in cursive script that reads "Mary M. Sugar".

Mary M. Sugar, Chief
Agency Services Division