



***Retirement and Insurance Service
Benefits Administration Letter***

Number: 01-308

Date: January 24, 2001

Subject: FINPAY -- The Payroll and Financial Management Guidance Online Mailing List

We are pleased to announce the implementation of our Payroll and Financial Management Guidance online mailing list, which we call "FINPAY." We described this initiative in our first Benefits Administration Letter (BAL) No. 01-301. By subscribing to FINPAY, you will receive by email all prospective Series 300 Benefits Administration Letters immediately upon their issuance.

Please subscribe to FINPAY at your earliest convenience. Effective *June 1, 2001*, we will cease mailing Series 300 BALs.

To subscribe to FINPAY:

1. Send an email message to listserv@listserv.opm.gov
2. In the BODY of your email message, type:

SUBSCRIBE [space] FINPAY[space] firstname [space] lastname

For example: SUBSCRIBE FINPAY Cynthia Baltimore

The information the body of your email message in *not* case-sensitive. It is essential, however, that you do NOT include any other words in the body of your email message, as it will prevent your subscription from being processed.

3. The SUBJECT is optional; you can leave it blank or include a subject of your choosing.
4. Shortly after subscribing, you will receive an email confirming your subscription.

Please note that your subscription to FINPAY will provide you automatic receipt of BALs in the 300 series only. To receive BALs in the other series by email, you will need to subscribe to "BENEFITSINFO". The OPM website provides instructions.

If you have any general questions about FINPAY, we would prefer that you email them to us at finance@opm.gov, so that we may have a record of them. You may also phone us on (202) 606-0606. Should you have difficulty subscribing to FINPAY, please contact Kenneth Harris on ktharris@opm.gov or 202-606-4851.

A handwritten signature in black ink, appearing to read "Robert A. Yuran". The signature is written in a cursive style with a long horizontal stroke at the end.

Robert A. Yuran, Chief
Financial Policy Staff