



Municipal Benefits Services (MBS) is upgrading our benefits administration platform to more efficiently administer your employee benefits programs. Prior to our conversion to the new automated rules-based system, we are asking for your assistance to complete the accompanying questionnaire so that we may prepare the most up-to-date policies and guidelines for your employees.

Before clicking the Start button on the e-mail, please have the following information available:

- Collective Bargaining Agreement
- Enrollment Guidelines
- Premium Information
- Spending Account Information (FSA, HRA, HSA, etc.)
- Wellness Information

If you have any questions during this process, please feel free to contact your Client Manager for assistance:

Tammy Cappel - (412) 394-6307
tammy.cappo@mbgbenefits.com

Kristen Chekan - (412) 246-2528
kristen.chekan@mbgbenefits.com

Please complete the following questionnaire by **December 31, 2017**. Thank you for your time and attention to this important matter.