

BenefitsCal | Quick Guide: Opt into Electronic Notices

Purpose

The purpose of the BenefitsCal Quick Guide is to provide instructions to assist customers in opting into electronic notices.

Customers can now choose to receive electronic notices via email.

High-Level Process Flow



FAQs

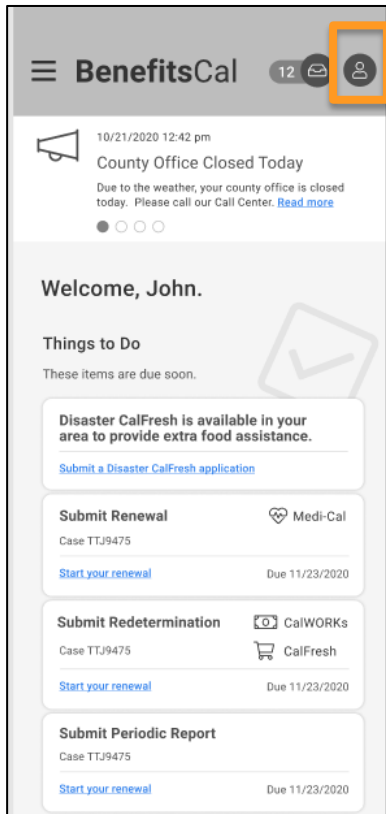
Q: What does it mean to opt into electronic notices?

A: When customers opt into electronic notices, they will not receive physical letters in the mail but rather can view their electronic notices by email online in BenefitsCal.

Q: Can the customer go back to getting paper in the future?

A: Yes, they may opt out of electronic notices in the future.

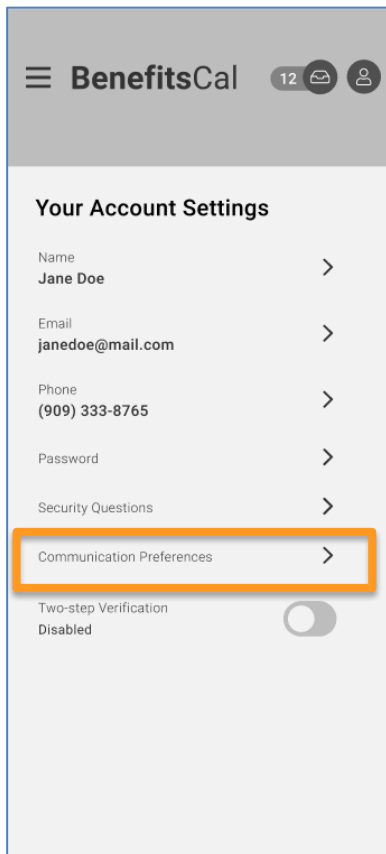
1



Dashboard

From the **Dashboard**, click the **User Profile** icon  in the top right corner to display **Your Account Settings**.

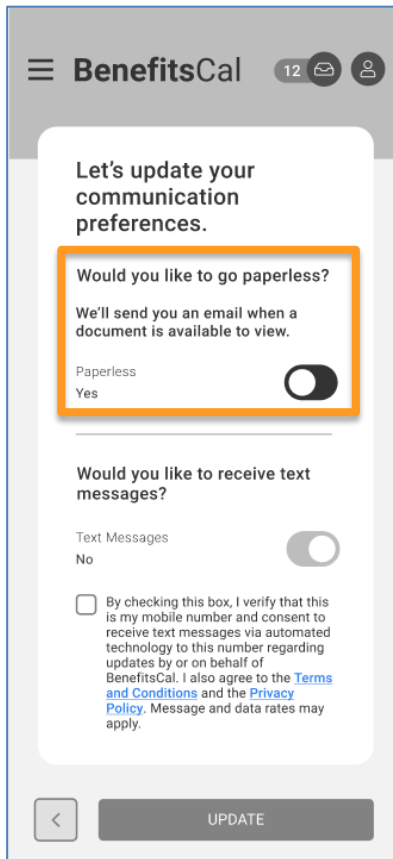
2



Your Account Settings

Select **Communication Preferences** from the menu.

3



Communication Preference

Customers can choose e-mail or text messages.

Slide the toggle left to select electronic notices (paperless).

Click the **UPDATE** button.

The system will return to the Account Settings Screen.