Digital Benefits Notices [1]

Go green with convenient, accessible forms and notices.

The University of Colorado is legally required to mail you documents such as the <u>University of Colorado Health and Welfare Plan's Notice of Privacy Practices</u> [2] and a <u>Summary Annual Report for the University of Colorado Health and Welfare Plan and Trust</u> [3], which includes the Medicare Part D Notice.

If you'd like these forms and notices delivered via email and stored in your employee portal, sign up for digital delivery.

Enroll in digital delivery

- Step 1: Log into the employee portal [4].
- **Step 2:** Select **My Info and Pay** from the drop-down menu at the top center of the page.
- Step 3: Click the Digital Delivery Options tile.

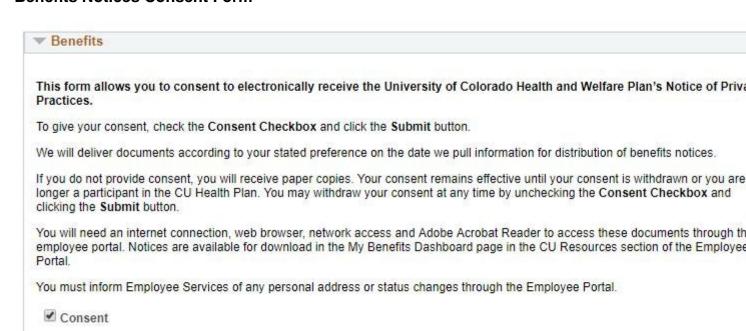


Step 4: Choose from Benefits Notices Delivery.



Step 5: Read the consent language for your selection(s), then check the **Consent** radio button and click the **Submit** button. Note: When you successfully submit your Benefits Notices Consent Form, the Submit button will turn gray.

Benefits Notices Consent Form



Click photo to enlarge.

Submit

[5]

Opt out of digital delivery

Benefits Notices

- 1. Return to the Benefits Notices Consent Form.
- 2. Check the **Consent** radio button and press **Submit**.
- 3. Your changes have saved when the Submit button turns gray.

Groups audience:

Employee Services

Source URL: https://www.cu.edu/employee-services/benefits-wellness/digital-delivery/digital-benefits-notices

Links

- [1] https://www.cu.edu/employee-services/benefits-wellness/digital-delivery/digital-benefits-notices
- [2] https://www.cu.edu/doc/privacy-notice-benefits-2015pdf [3] https://www.cu.edu/docs/summary-annual-report-university-colorado-health-and-welfare-trust [4] https://my.cu.edu
- [5] https://www.cu.edu/sites/default/files/Benefits%20Notices%20Delivery%20Consent.JPG