## Member Self-Service Portal- Update Your Contact Information

1. Once you've registered and logged into the Member Self-Service Portal, you'll be directed to the home page. Click My Account under Life Events.

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Home						

2. Click My Communication Preferences.

My Account	
Details	
Security	My Communication Preferences
My Communication Preferences Privacy Settings	By electing electronic delivery (email) as your communication preference, you will <u>NOT</u> receive printed mail communication moving forward. Please allow 2-3 business days for your change to take effect. By electing electronic delivery, you agree to the following: I am opting out of printed, postal mail delivery of transactional, educational, and legal notices ("docu- ments") relating to my and my dependent's benefits, and further agree that I have carefully read the infor- mation below, fully understand it, and agree to the terms and conditions as outlined herein. Direct com- munication preferences with benefit providers (e.g. Kaiser, etc.) will not be affected by this electronic opt- out election.
	<b>Electronic Delivery</b> I understand that a notification notice, with a link, will be delivered to my designated email address, and that I must log on to my account to access the documents. The viewable and printable documents will be retained on my account. I understand that my consent to electronic delivery is effective until such time that I revoke it. I understand that electronic delivery may be discontinued in whole or in part at any time.

3. Scroll down to view your **Communication Delivery** preference. All members are defaulted to Mail delivery. Select **Email** if you prefer to receive an email notification when a new notice is available to view in your account. Click **Save Changes** after making your selection.



4. Scroll down to view your **Email Collection**. Enter your personal email only. Set your preferred email option to **Personal**. Click **Save Changes** after entering your email.

EMAIL COLLECTION			
PERSONAL			
MICKEY.MOUSE@HAWAII.GOV			
WORK			
PREFERRED EMAIL OPTION			
Personal	~		
		Save Changes	

5. Scroll down to view your **Phone Collection**. Enter your phone numbers. Set your preferred phone number. Click **Save Changes** after entering your email.

PHONE COLLECTION	
HOME	
WORK	
MOBILE	
(808) 586-7390	
PREFERRED PHONE NUMBER	
Mobile ~	-
	Save Changes

 Scroll down to view your Address Collection. Review your Physical Address and Mailing Address if different from your Physical Address. If your address is incorrect, please see below for address updates.

**IMPORTANT:** Your address must be updated with your employer. Please contact your Human Resources Department to update your address.

<u>State Executive Branch, Legislature, OHA, HHSC Employees</u>: You must update your address through Hawaii Information Portal (HIP).

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