

Let's get digital! Benefits notices now available electronically. Opt in today. ^[1]

May 8, 2017 by [Employee and Information Services](#) ^[2]

Want to avoid the worry of receiving your benefits notices through the mail? This year, opt-in to receive them electronically. Instead of in paper form, your benefits notices can be delivered, stored and accessed from your [campus portal](#) ^[3].

The University of Colorado is legally required to mail you these notices, which include:

- University of Colorado Health and Welfare Plan's Notice of Privacy Practices
- Medicare Part D Notice
- Summary Annual Report for the University of Colorado Health and Welfare Plan and Trust
- Initial COBRA Notice

Follow these steps to sign up:

1. Login to the [employee portal](#) ^[3].
2. You can access the consent form from the **My Info and Pay** menu or the **My Info** tile under **Electronic Consent**.
3. Select the **Consent** radio button after reading the agreement, then push the **Submit** button. The button will turn gray, meaning your selection has saved.

If you wish to continue receiving a large packet of paper notices, no action is required. [Learn more about this transition.](#) ^[4]

[benefits](#) ^[5]

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