

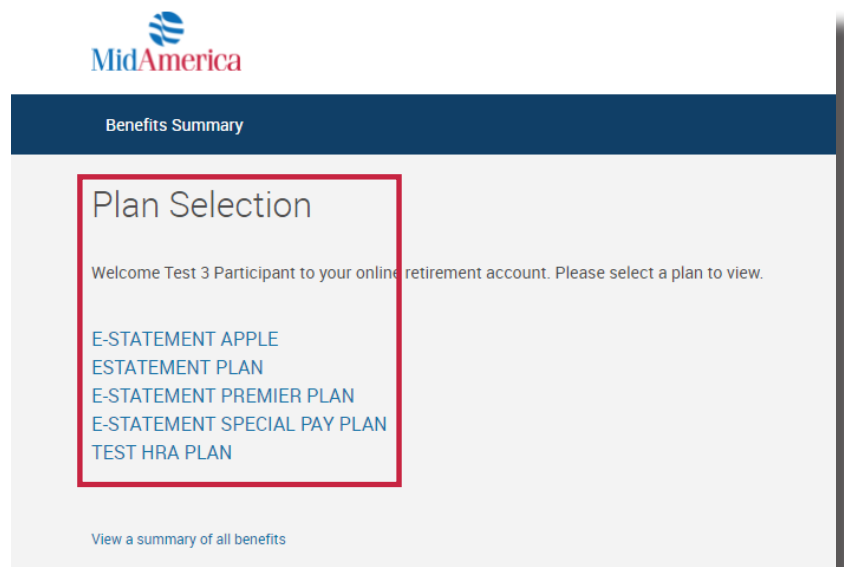
# How to Update Your Email Address

You're able to view and update your email address online at any time. Having a valid email address on file allows you to not only take advantage of things like E-Statements, but helps MidAmerica share need-to-know plan information and education opportunities with you quickly.

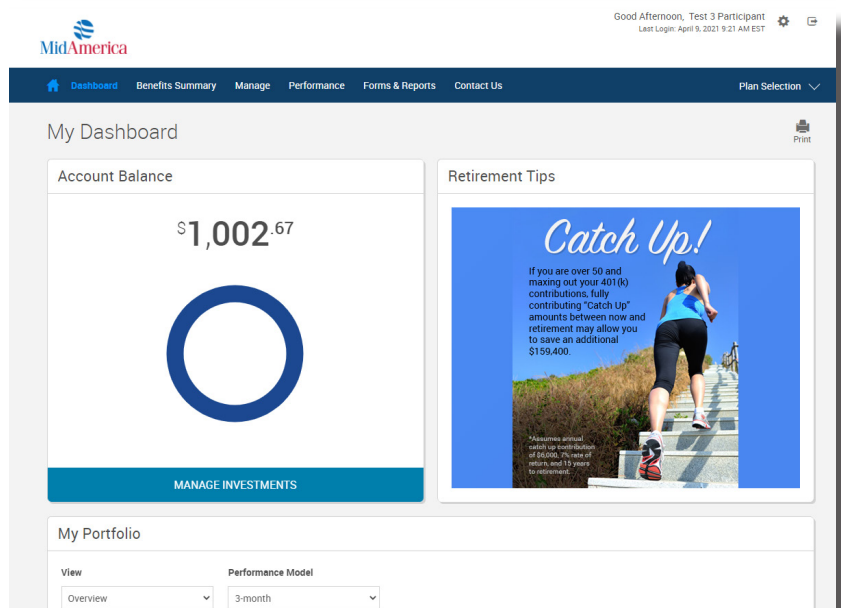
## Let's get started.

Log into your account at [www.myMidAmerica.com](http://www.myMidAmerica.com). If it's your first time accessing your plan online, use your Social Security number (SSN) as your username and the last four digits of your SSN as your password. Be sure to log in as a participant.

**If you have multiple benefits through MidAmerica**, you will first select the plan for which you would like to make the election.

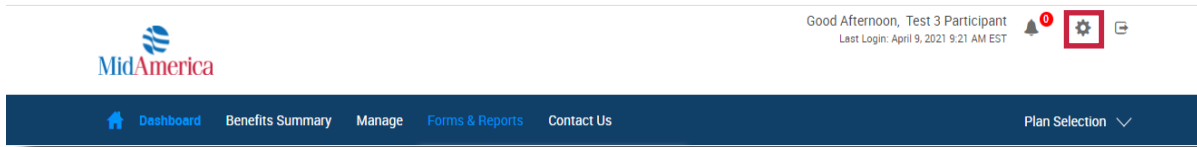


**If you only have one benefit through MidAmerica**, you'll immediately see this page.

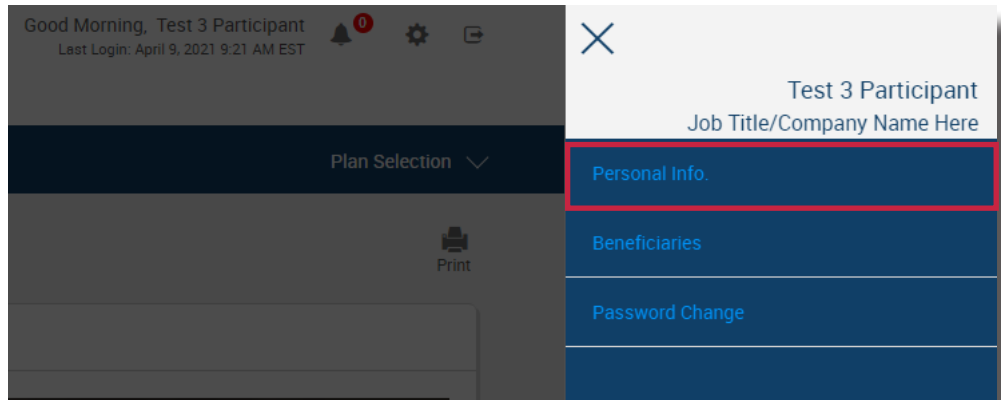


**Note!** If this is your very first time logging into your plan, you may initially see a prompt to **Edit Personal Information**. Simply complete or confirm the details within this area to proceed.

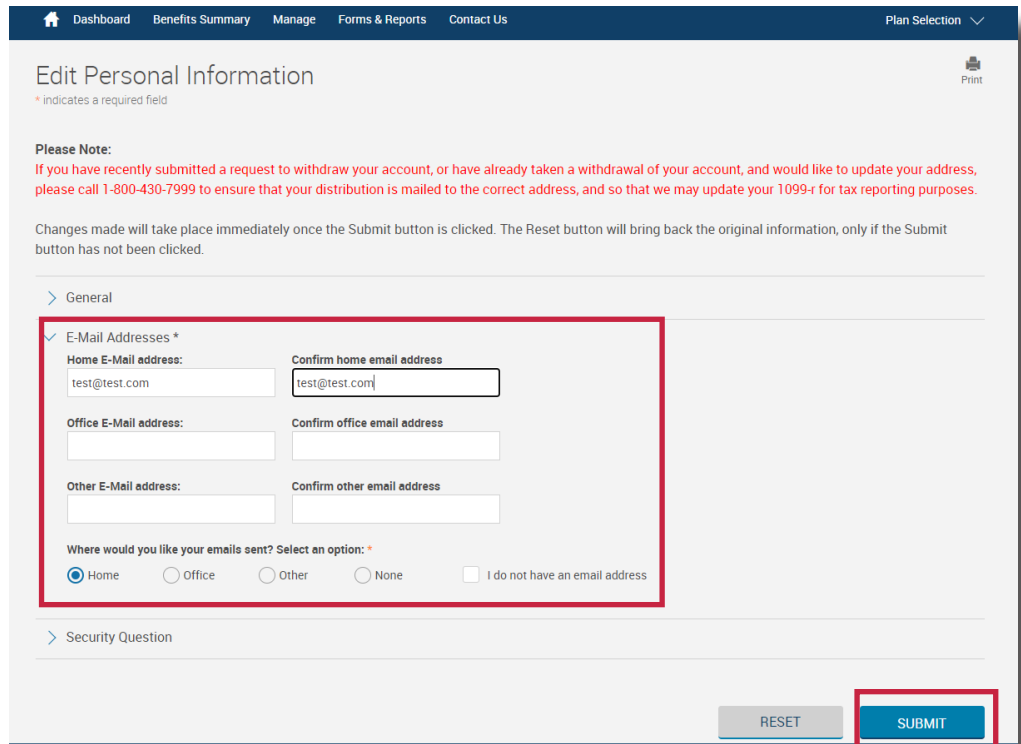
Select the small gear icon in the upper right-hand corner.



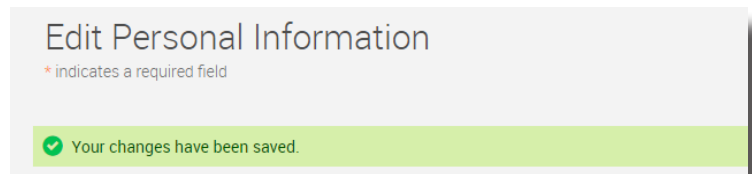
From the expanded window, select **Personal Info.**



Click **Email Addresses** to expand the section. Enter in your details. Once complete, hit **Submit**. Be sure to enter the same email address that you've selected for emails to be sent.



A green banner will appear at the top of the page to confirm your selection has been saved. You will also receive an email confirmation within 24 hours of making the update.



If you have questions, call us at **(800) 430-7999** or email us at [accountservices@myMidAmerica.com](mailto:accountservices@myMidAmerica.com).

**Note!** If you have multiple benefits through MidAmerica, E-Statement elections and other personal updates should be made on each individual plan as changes to one benefit will not automatically apply to all. You can toggle between multiple plans by selecting **Plan Selection** from the blue navigation bar.