

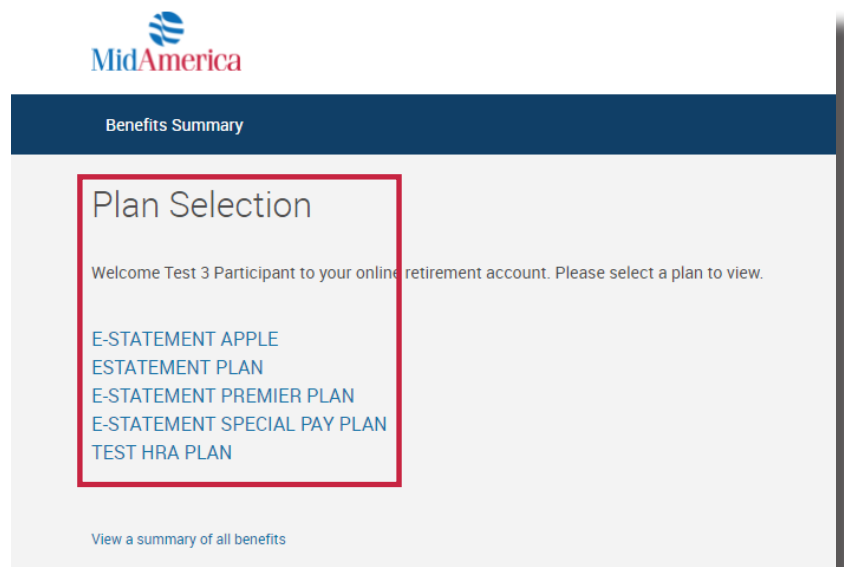
# How to Opt In or Opt Out of E-Statements

A quick guide to updating your E-Statement election online. If you have an email address on file with MidAmerica, you are automatically opted into E-Statements. However, you can change your election online at any time. Here's how.

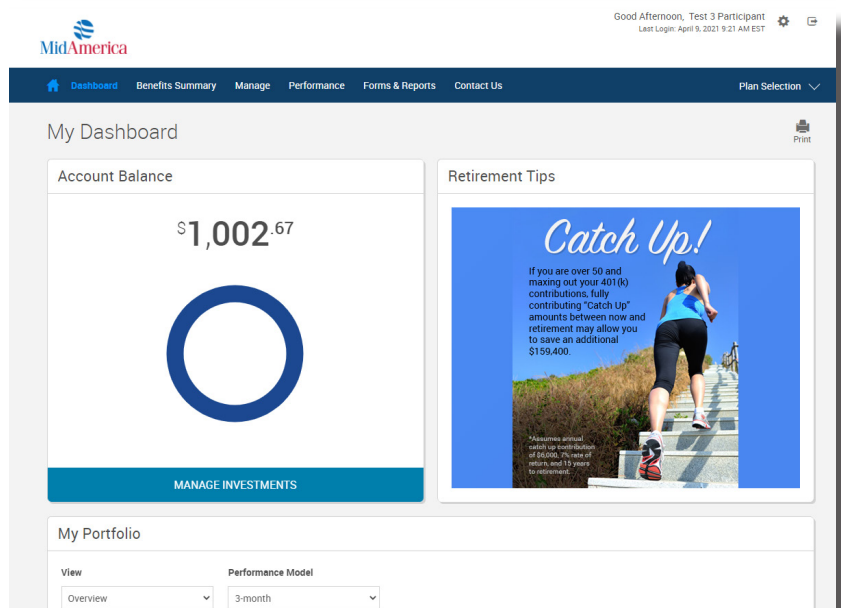
## Let's get started.

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.

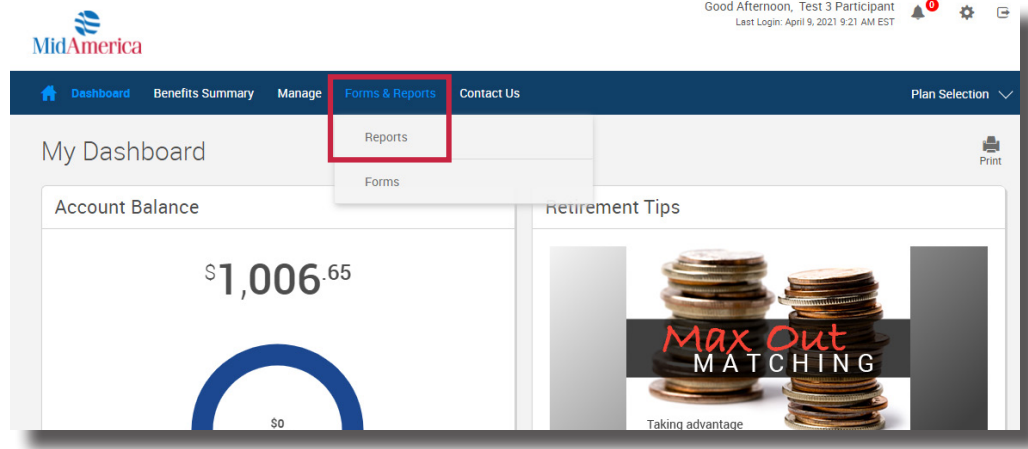


**If you only have one benefit through MidAmerica**, you'll immediately see this page.

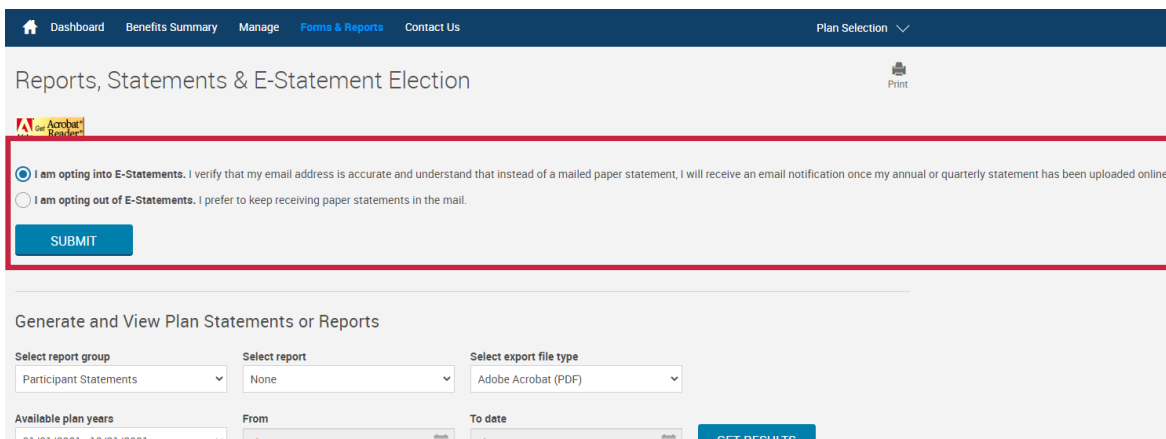


**Note!** If this is your very first time logging into your plan, you may initially see a prompt to **Edit Personal Information**. Simply complete or confirm the details within this area to proceed.

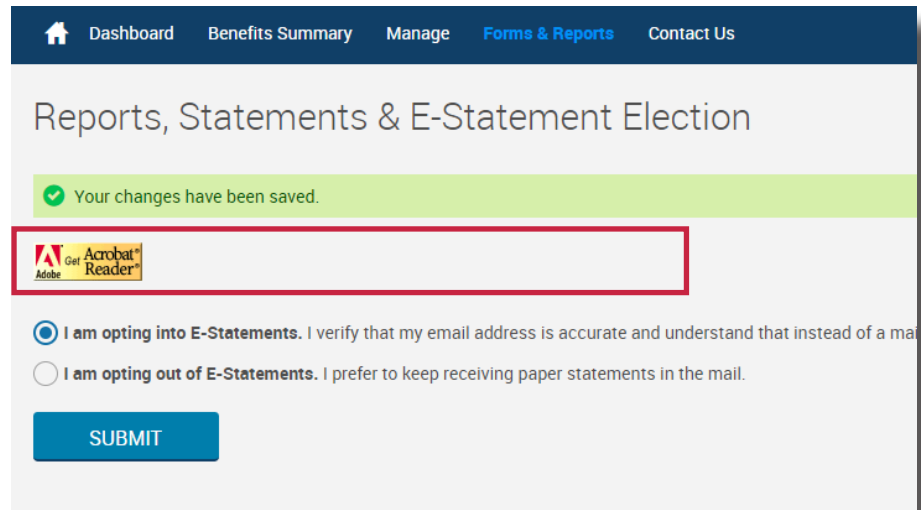
Select **Reports** from the **Forms & Reports** dropdown menu.



At the top of the next page, you'll see the E-Statement election form. Select your preference and hit **Submit**.



Once you submit your election, a green banner should appear to confirm it's been saved. Please note this election form will always be visible when you access your account, and will always display your most recent E-Statement preferences.



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. Also note the E-Statement election may not be available to all of your benefits right away. We are enabling E-Statement functionality based on when you would normally receive your annual or quarterly statement. This means if you have multiple plans with MidAmerica, you may not have E-Statement capabilities for all of them at the same time (but you will eventually!). You'll receive a notice on your plan statement in addition to email reminders (if you have an email address on file) when E-statements have been enabled for your plan.