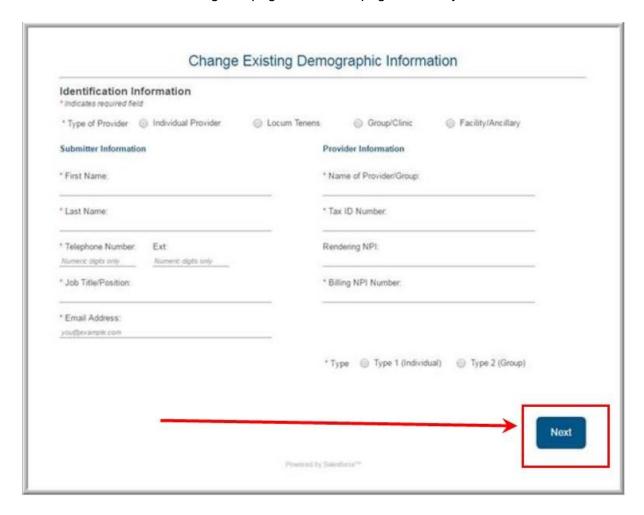


Instructions for adding communications email address(es) using Demographic Change Form to receive:

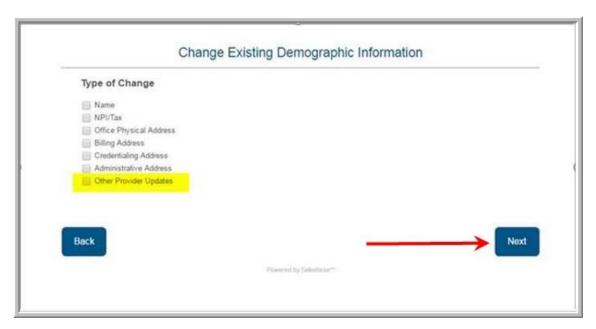
- Monthly Blue Review newsletter
- Urgent Information email blasts

User Guide

- 1. Complete the provider's information on page one of the <u>Demographic Change Form</u> <u>M</u>. Note that required fields are marked with <u>red</u>*.
- 2. Choose **next button** at bottom right of page to move to page 2 of entry form.



3. Select "Other Provider Updates" in type of change box. Then select "next" button.



- 4. Scroll to bottom of "Other Provider Updates" page. Indicate "Provider Communication email." Add the email address(es) in the "Additional Information Comments" box at the left bottom of the page. You can add up to 10 provider email addresses.
- 5. Enter effective date
- 6. Choose "Submit Form" button.

