


RETURN ADDRESS  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX




**State of Wisconsin**  
Case #: 000000000

**Capital Consortium**  
1-234-567-8901 for questions or  
to report changes  
1-234-567-8901 to fax proof

Mailing Date: MM/DD/YYYY

000001  
ANNA MEMBER  
123 MAIN ST  
ANYTOWN WI 55555



The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability or if you need this letter translated or explained in your own language, please call X-XXX-XXXX. These services are free.

### Confirmation: You Are Getting Letters Online

You have asked to get letters and information about your programs and benefits online instead of by regular mail. Whenever you have a new letter to view online, we will let you know by sending an email to:

[ANNAMEMBER@EMAIL.COM](mailto:ANNAMEMBER@EMAIL.COM)

To see your letter(s), you must log in to your MyACCESS account at [access.wi.gov](http://access.wi.gov).

If you do not already have a MyACCESS account you must create one. The steps for creating an account are listed on the next page.

If your email address changes or you want to get letters and information about your programs or benefits by regular mail instead of online, you can:

- Log in to your MyACCESS account at [access.wi.gov](http://access.wi.gov) and click on "Manage My Email,"
- OR
- Contact your agency using the information in the box at the top of this letter.

There are some letters that must always be sent by mail (for example, forms). You will get these letters by regular mail even if you chose to get your letters online. If we try to send you an email and it cannot be delivered, we will send your letters by regular mail until you give us a new email address.

## Viewing Letters Online and Account Instructions

Go to [access.wi.gov](https://access.wi.gov).

*If you already have a MyACCESS account:*

- Click on "Login to Account."
- Enter your User ID and Password and click the Login button.

*If you do not have a MyACCESS account:*

- Click on "Create an Account" and follow the steps to set up an account. You will need to provide your Social Security Number and your date of birth.
- You will see a message that says "Congratulations! You have created your secure MyACCESS account." Click on the "Click here" link to go to your MyACCESS page.
- Enter your User ID and Password and click the Login button.

If you have questions about setting up your account or logging in to [access.wi.gov](https://access.wi.gov), please call Member Services at 1-800-362-3002.

EXAMPLE