

RETURN ADDRESS  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX



**State of Wisconsin**  
Case #: 00000000

**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 Changed Your Email Address

You have asked to get letters and information about your programs and benefits online instead of by regular mail. We are sending this letter to confirm the new email address you have given us:

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

If this email address is incorrect, you must tell us right away. If you want to get your 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.

When you get an email telling you that you have a new letter to view, you must log in to your MyACCESS account at [access.wi.gov](http://access.wi.gov) to see your letter. To do this, go to [access.wi.gov](http://access.wi.gov) and click the "Login to Account" button.

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