CIGNA Registration

1) In order to register online for Cigna, please visit: www.cigna.com/stateofaz.

2) Then, click the link on the left “online resources” and then click “mycigna.com”.

3) You will now be directed to the login screen. Please click “register now”.

4) Fill out your **personal information** and then click “next”.

5) You will now be directed to the registration screen. Click **ID Number**. Note, **DO NOT ENTER YOUR SOCIAL SECURITY NUMBER** - Cigna does not use your social security as an ID.

6) Enter your **ID Number** otherwise known as your EIN or Employee Identification Number. EIN is 9 digits – please enter this number without any leading zeros.

7) You will now be directed to the User ID and password section. Create both a **User ID** and **password** based on the criteria provided.
8) Then, you will enter your email address.

9) Finally, pick two security questions and provide the answers.

10) Click next.

![Image of the form with fields for personal details, login information, and security questions.]

11) You will now be directed to the Review and Submit section. Please confirm all information provided is accurate.

12) Click Submit. If you need to make any changes, please click Previous.

![Image of the Review & Submit section with fields for personal details, login information, and security questions.]

13) The last page is just a confirmation page and asks you how you want to receive certain information. Once you review this, you click “Finish” and you are completed with the process.
User Agreement

Communication Preferences
We've chosen a few important email preferences to get you started using this email address you entered during registration. Take a moment to review them and change the selections if you choose. Once you've logged into your Cigna, you can visit your Communication Preferences page to review or change the email addresses and set your preferences related to your plan design.

User ID/Password Recovery Email
Cigna lets you securely access your account online. If you ever need to reset your password, please let us know via email.
Send me an email: jw@jnwbotax.gov

Cigna Documents – Go Paperless
Send me an email whenever new documents become available online, which may include Privacy Notices, Explanation of Benefits (EOBs) and other documents shared by Cigna as allowed by law.
(You can access your EOBs earlier for up to 2 years. For EOBs older than that, contact Cigna)
(Other Mental Health and Substance Abuse EOBs may continue to be sent through the mail from Cigna Behavioral Health.)
Send me an email: jw@jnwbotax.gov

Cigna Product Notifications
Get notifications about Cigna programs, services and products that may benefit me.
Send me an email: jw@jnwbotax.gov

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