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**.

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**.

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

AGREEMENT ▷ COMMUNICATION PREFERENCES

Communication Preferences

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

User ID/Password Recovery Email

Cigna takes your security seriously. A valid email must be on file so we can send instructions **if you forget your user ID or password.**

Send me an email: | Joe.Smith@azdoa.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 online for up to 2 years. For EOBs older than that, contact Cigna).

(Note: Mental Health and Substance Abuse EOBs may continue to be sent through the mail from Cigna Behavioral Health.)

☑ **Send me an email:** Joe.Smith@azdoa.gov ʔ

Cigna Product Notifications

Get notifications about Cigna programs, services and products that may benefit me.

☐ **Send me an email:** Joe.Smith@azdoa.gov

FINISH