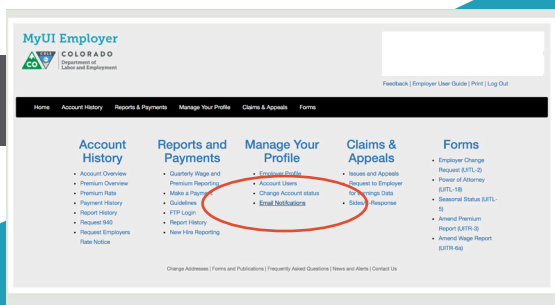




# MyUI Employer Go Paperless

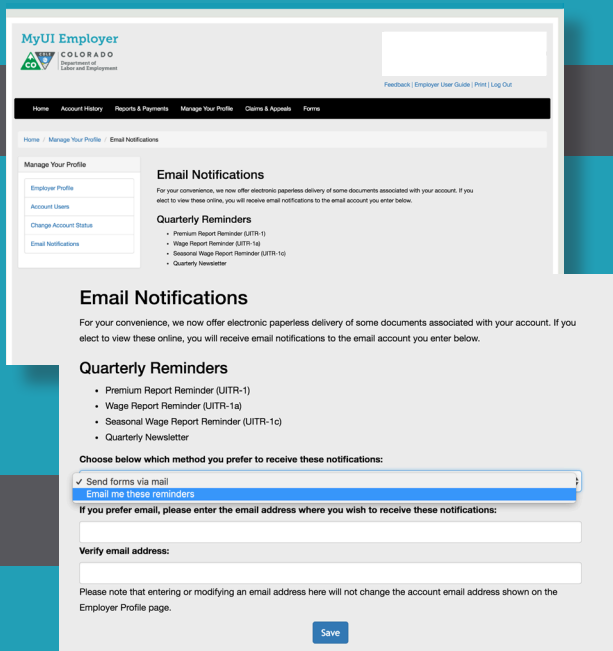
1



## STEP ONE

**LOG IN TO MYUI EMPLOYER**  
Once logged in to MyUI Employer, go to **Email Notifications** under **Manage Your Profile**.

2



## STEP TWO

### EMAIL NOTIFICATIONS

1. Under Quarterly Reminders, choose: **Email me these reminders.**
2. Enter and verify your email address.
3. Select **Save**.

3

## STEP THREE

**YOU DID IT**  
We'll stop sending you **all this paper!**

