How to update other insurance information on myCigna

Follow the below steps to update other insurance for you and your dependents.

- 1. Hover over the name at the top right of your <u>myCigna.com</u> page.
- 2. Choose Profile.
- 3. Go to Manage my Coverage.
- 4. Choose **Other Insurance/Coverage.**
- 5. Choose which customer and click Add other medical insurance for (name).
- 6. Select the type of Medical Plan Carrier.
- 7. Fill out the following:
 - Policy/Plan number or Medicare Number if applicable.
 - Coverage Effective Date
 - Coverage Cancel Date
 - Primary information
 - Select the rule that applies when determining which insurance is primary. Click **Explain this** for more details.
- 8. Click Submit

