

Changes in Name, Home Address, Email Address, Phone Number, or Marital Status

1. I need to change my address and phone number. How do I notify PEEHIP? Can I give this information over the phone?

PEEHIP is not allowed to change your address over the phone due to privacy laws. You can easily change your address and phone number **online** through [Member Online Services](#). Once logged in, click “View/Change Contact Information,” select the applicable check boxes and follow the onscreen prompts until you receive a confirmation message confirming that your changes were successfully updated. Or, you can complete and submit to PEEHIP an [ADDRESS CHANGE NOTIFICATION](#). Either of these processes will correct your address on all insurance and Retirement Systems accounts that you may have.

2. How do I notify PEEHIP that I am now divorced?

You can easily notify PEEHIP of your change in marital status **online** through [Member Online Services](#). Once logged in, click “View/Change Contact Information,” select the “Update my marital status” check box and follow the onscreen prompts until you receive a confirmation message confirming that your changes were successfully updated. You must also submit to PEEHIP a copy of the first and last page of the divorce decree with the judge’s signature and date signed.

3. I recently divorced. If I notify PEEHIP that I am divorced, will PEEHIP automatically remove my ex-spouse from my PEEHIP insurance coverage?

Yes. Once you notify PEEHIP of the date of divorce, your ex-spouse will be removed from your coverage the first of the month following the date of divorce. You must provide to the PEEHIP office a copy of the first and last page of your Divorce Decree with the judge’s signature. **Note:** If PEEHIP is not timely notified in writing that a dependent is ineligible and subsequent claims are erroneously paid, the subscriber will be held responsible to reimburse PEEHIP for the claims processed beyond eligible service dates.

4. I recently married and I need to notify PEEHIP that my name has changed. What do I do?

Submit a copy to PEEHIP of your corrected Social Security card with your new name. This will allow PEEHIP to change your name in our system. You must also contact your insurance clerk at your school system to change your name on your Retirement Contribution Report. Once your name is changed in PEEHIP’s system, the insurance carriers will issue new insurance cards with your new name. Name changes **cannot** be made online through the Member Online Services.