



INCOME SUPPORT DIVISION
CENTRAL ASPEN SCANNING AREA
P.O. BOX 830
BERNALILLO NM 87004
PHONE NUMBER: (800) 283-4465
FAX NUMBER: (855) 804-8960



3230000181505200000000

Case Number: 120703230
Date: April 25, 2023
Revision Date ISD 140: August 14th, 2022

ASHLEY GALLEGOS
12820 CLOUDVIEW AVE NE
ALBUQUERQUE NM 87123

Electronic Notice (E-Notice) Disclosure Statement

Dear Ashley Gallegos,

You told us that you wanted to get notices from HSD as electronic notices (e-notices). To get notices this way, you need to "opt-in" to e-notices on YESNM (<https://www.yes.state.nm.us>).

If you started the e-notice opt-in process on YESNM, you may have completed these steps.

You must have a YESNM account to get e-notices. Your YESNM account must also be "linked." Go to www.yes.state.nm.us to opt-in for e-notices. You can also get to YESNM by scanning this QR code.



To use the QR Code, open the built-in camera on your smart phone, point the camera at the QR code, and tap the banner that appears.

If you don't have a YESNM account yet, follow steps 1-3 below.
If you already have a YESNM account, skip to step 2 below.

- 1. To create an account on YESNM:**
 - Click on the "Create an Account" button on the YESNM home page and follow the instructions.
 - Your YESNM account will let you view your HSD eligibility and benefits. You will need to link your account.
- 2. Set up your YESNM account for e-notices and benefit information:**
 - When you log in to your YESNM account, click on "Link Account" and follow the instructions.
 - Link your account by entering your date of birth and your social security number or individual ID.
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 - When you link your case records to your YESNM account, you will be able to click on "Check/Manage Benefits" button to see your benefits information.
 - If you are having trouble linking your account, please call 1-800-283-4465 to have an agent assist you.
- 3. Complete the E-Notice Opt-In process:**
 - Once your account is linked, click "Manage E-Notice Preference" on the YESNM home page.
 - Click on the case that you want to opt-in for e-notices. (This process will need to be completed for each case.)
 - Read all sections and complete the electronic signature.
 - Enter and confirm your email address.



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- You will receive an email to verify your email address is correct. If you do not receive an email, please check your spam folder. You must click on the link within the email to verify your address.
- You are now set to receive E-Notices.

When a notice is issued to your YESNM account, you will receive an email telling you a notice is ready to be viewed. These notices are time sensitive and should be viewed right away. If you do not view a notice within 10 days of the email notification, a paper version of the notice will be mailed to you.

To View your notices:

- Log into your YESNM account.
- Scroll down to "My Notices" to see all notices that have been sent to you.
- When a new notice is ready for you to view in YESNM, you will get an email telling you that there is a new notice. If you do not view the notice within 10 days of the email, the notice will be sent to you by paper mail

You may Opt-Out of e-notices at any time. To Opt-Out from e-notices:

- Log into your YESNM account.
- Go to "Manage E-Notice Preference".
- Select the OPT OUT button.
- Choose the case you are opting out of e-notices.
- Sign the electronic Disclosure Notice to agree that you are opting out of e-notices for your email address and case number.

To go back to getting all of your notices through paper mail, complete the "Opt Out" steps above. If you need help or have questions, contact HSD at:

	Mail a letter to:	INCOME SUPPORT DIVISION CENTRAL ASPEN SCANNING AREA P.O. BOX 830 BERNALILLO, NM 87004
	Call:	(800) 283-4465
	Online at:	https://www.yes.state.nm.us/
	In peson at the ISD office:	Northeast Bernalillo County ISD 4330 CUTLER AVE ALBUQUERQUE, NM 87110