

Send Employer Decision Notice to PEBB

To send the Employer Decision Notice to the PEBB Appeals Manager:

1. Complete the Employer Decision Notice. The form can be found on the Forms page of the Pers/Pay website. <http://www.perspay.hca.wa.gov/forms.html> This form may be filled out online. Save the document. *(The electronic copy of the Employer Decision Notice sent to the PEBB Appeals Manager does not require a signature)*
2. Select FUZE E-mail to O&T from the menu on the Pers/Pay site. The “Ask a Question” page opens.



PEBB Tools for PERS/PAY Home

Q&A Search Ask a Question My Profile My Alerts My Past Questions

Message Center: Send Message [Inbox](#) [My Profile](#) [My Alerts](#) Unread Messages: [Unknown](#)

Have you already searched our knowledge base for the answer to your question? It contains many frequently asked questions and answers and can save you time. Contact us by [phone or mail](#).

[Not Registered?](#) [Already Registered?](#)

Your Contact Information * Required field

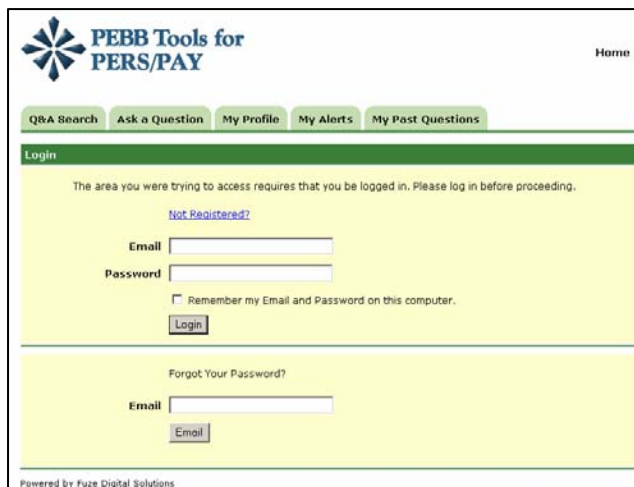
* Email: * Confirm Email:
* First Name: * Last Name:
Phone Number: XXX-XXX-XXXX XXXX Request Callback:

Your Inquiry or Feedback

Purpose of your contact: Inquiry Feedback

What does your inquiry relate to?
[All Categories — Level 1] [View All](#)

- If you have a registered user name and password and checked the “Remember Me” on the login page, your information will display in the Your Contact Information section.
- If you are already registered, but did not select the “Remember Me” option, select the “Already Registered?” link and login.



PEBB Tools for PERS/PAY Home

Q&A Search Ask a Question My Profile My Alerts My Past Questions

Login

The area you were trying to access requires that you be logged in. Please log in before proceeding.

[Not Registered?](#)

Email
Password
 Remember my Email and Password on this computer.

Forgot Your Password?
Email

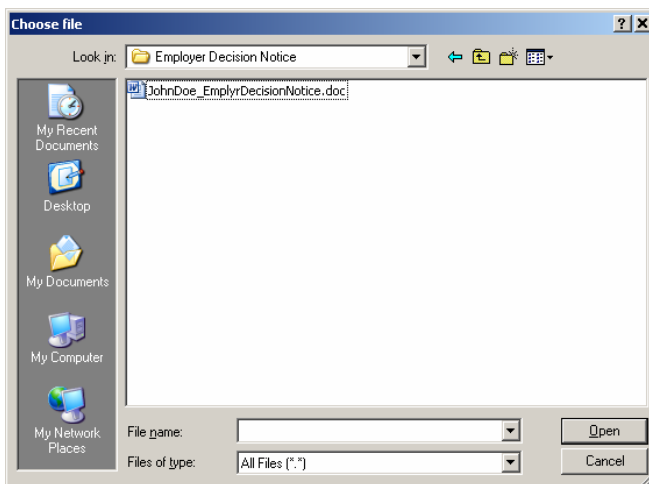
Powered by Fuze Digital Solutions

- If you are not a registered FUZE user, select the “Not Registered?” link. See the Register for FUZE section for instructions.

- Under the Your Inquiry or Feedback section, select the Feedback radio button.

The screenshot shows the 'PEBB Tools for PERS/PAY' website. At the top, there is a navigation bar with links for 'Q&A Search', 'Ask a Question', 'My Profile', 'My Alerts', and 'My Past Questions'. Below this is a 'Message Center' section with a 'Send Message' button and links to 'Inbox', 'My Profile', and 'My Alerts'. A yellow banner contains a message about the knowledge base. The 'Your Contact Information' section displays the user's email as 'amy.corrigan@hca.wa.gov', first name as 'Amy', and last name as 'Corrigan'. The phone number is masked as '360-923-2628'. The 'Your Inquiry or Feedback' section has two radio buttons: 'Inquiry' (selected) and 'Feedback'. Below this is a dropdown menu for 'All Colegones - Level 1' and a 'View All' link. A small icon indicates that the inquiry is encrypted for privacy.

- Select Appeals, Complaints from the drop-down menu.
- Enter a description of what you are sending in the text box. For example: Employer Decision Notice for John Doe, 123-456-7896
- Select the first "Browse" button at the bottom of the page. The Windows Choose File window opens.



- Change the Look in: drop down to the location of the saved Employer Decision Notice. Highlight the document. Choose Open. Verify there is a path to the document and the document name in the edit box next to the Browse button.
- Choose Submit.

Register for FUZE

To register for FUZE E-mail:

1. Select the “Not Registered?” link on the Ask a Question page.

2. The Create a New Profile page opens.

3. Enter the information in each of the fields. The fields that have an asterisk are required. Note: If you choose the “Remember Me” checkbox, the system will log you in automatically in the future.
4. Choose the “Submit Profile” button.