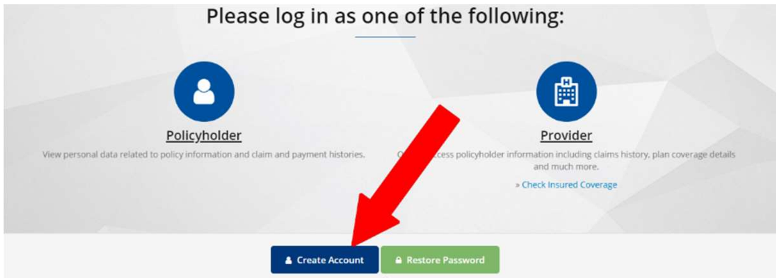
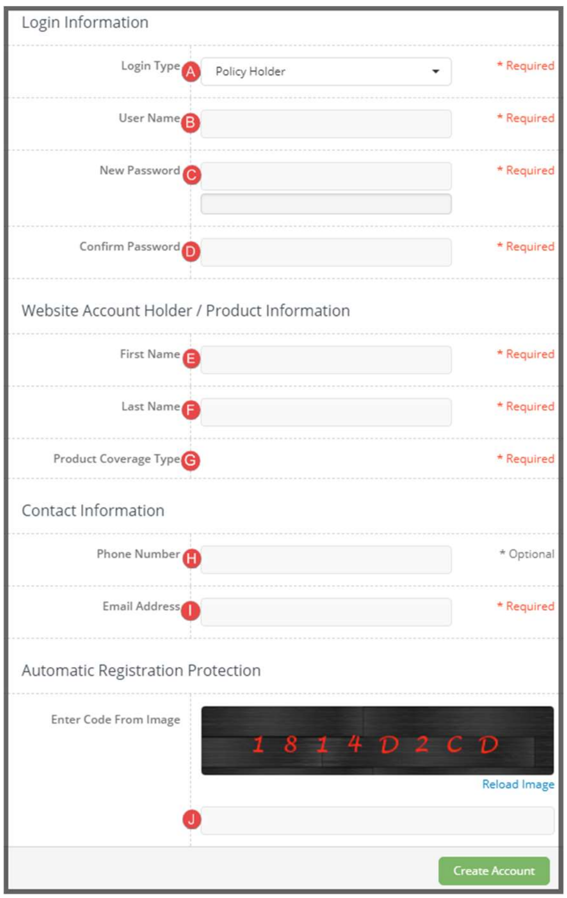
How-To: Create an Account for the Client Portal

This guide will give you step-by-step instructions on how to create an account for our Client Portal, where you can review your premium history, plan benefits, claims data, print your policy & ID cards, and basic policy information.

1. Begin by clicking on the "Create Account" button in the center of the Client Portal webpage.



2. Enter the appropriate information for each field.



a. **Login Type** = Policy Holder

b. **User Name** = Create your own.

c. **New Password** = Create your own. Must be at least 6 characters, one upper case and one lower case

d. **Confirm Password** = Re-enter your password

e. **First Name** = Enter your first name

f. **Last Name** = Enter your last name

g. **Product Coverage Type** = Medicare Supplement

h. **Phone Number** = This is optional

i. **Email Address** = Use the email address you would like notifications to be sent to. This can be updated later if your email address changes.

j. Enter the code from the image

3. Click on Create Account.

TIP: If you receive an error while creating your account, you many need to contact us at (877) 888-0796 for assistance. Before calling, please verify that you have entered your contact information correctly.