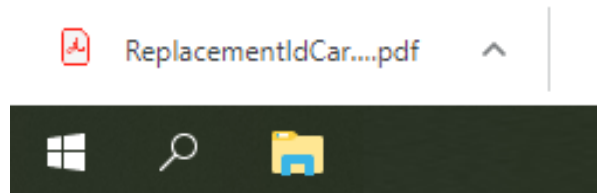
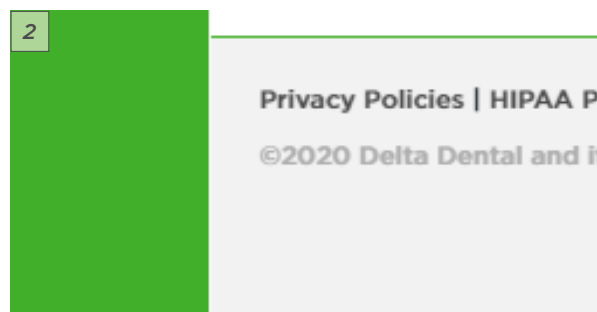
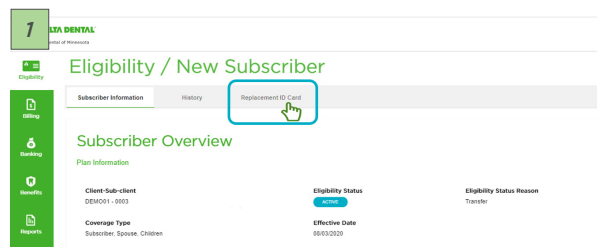


Employer Services Portal Quick Guide

How to print a Subscriber's ID Card

1. Click on eligibility on the left navigation menu.
2. Search for the intended subscriber on the subscriber search tab by name or ID.
3. Select the active subscriber from the results table.
4. The subscriber overview page will open.
5. Select the replacement ID card tab. *(Image 1)*
6. A screen view of the ID card - front and back - will display.
7. Select print.
8. A PDF formatted document will appear in your downloads folder. *(Image 2)*
9. Open the document to save or print.



How to order a replacement subscriber ID card:

1. From the replacement ID card tab. *(Image 3)*
2. Select order.
3. A message will display that your order has been placed.
4. The order will be processed in 5-7 business days and will be mailed according to your groups instructions - either to the subscriber or to the group administrator. *(Image 4)*
5. Select eligibility to return to the subscriber search page.

