

## How to Log Into Your Member Portal And Make Your Election

To make it easy for you to access your Member Portal, we have included instructions below including all the information you will need to set up your account and where to find it. Follow along with each step to log in to your Member Portal for the first time and add an election!

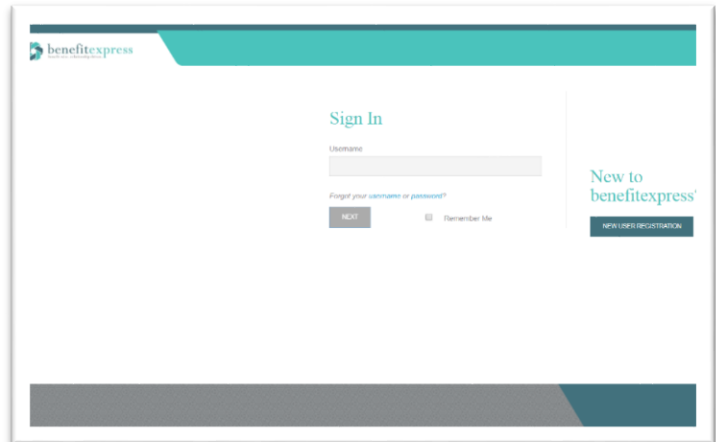
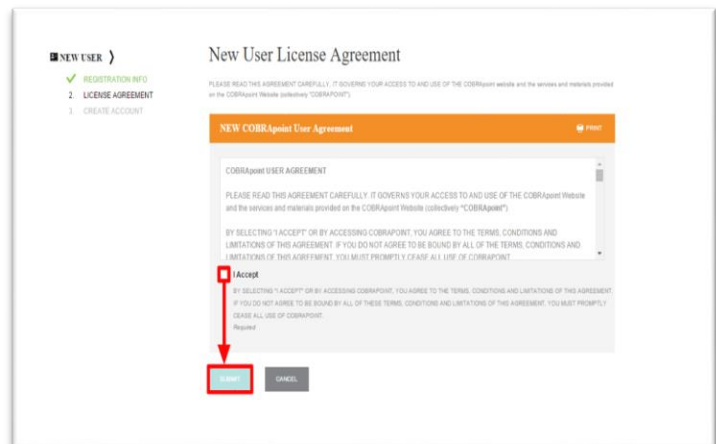
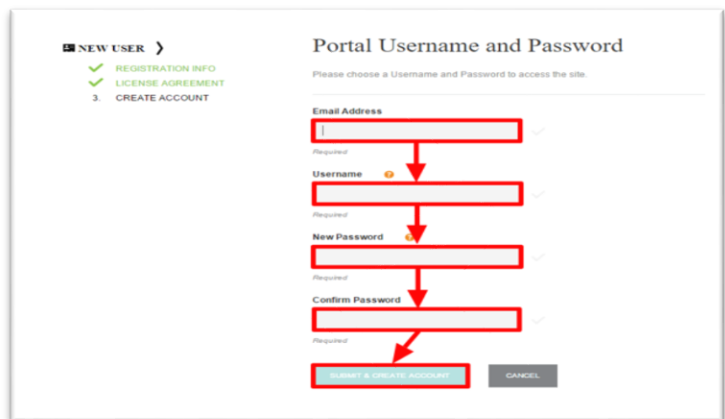
**Step 1:** For your initial login, from the menu click on **Participants** then **login** and select **NEW USER**

**REGISTRATION.** Subsequent logins will take place here by utilizing the username and password that you create during your initial login.

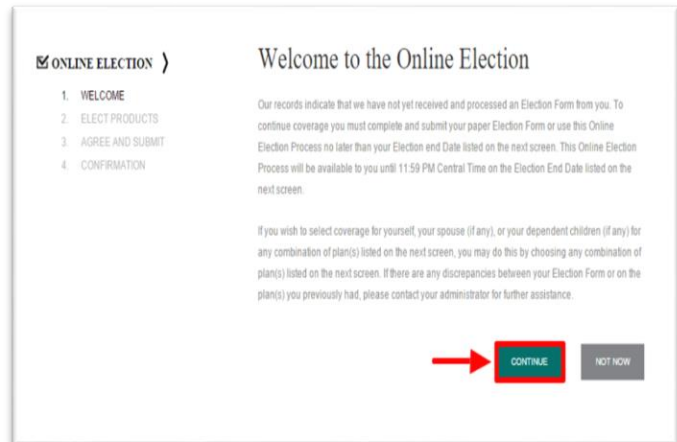
**Step 2:** Enter your unique **REGISTRATION CODE.** Your unique registration code is located on the last page of your COBRA Specific Rights Notice Letter (see example letter below) or Welcome Kit for Direct Bill members. After entering your registration code, you will be prompted to enter your **SOCIAL SECURITY NUMBER.** Once you are ready to continue, select the **SUBMIT REGISTRATION** button.

**Step 3:** Read the **NEW USER LICENSE AGREEMENT.** Mark the **CHECKBOX** next to **I ACCEPT** and select the **SUBMIT** button to continue.

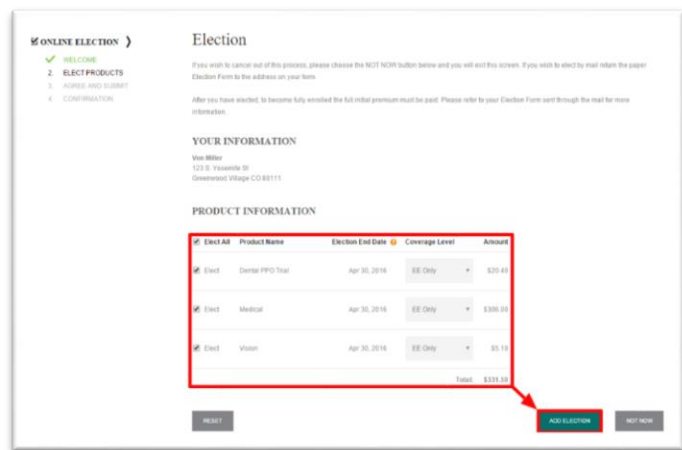
**Step 4:** You must now create your account. Enter your **EMAIL ADDRESS,** and then create your **USERNAME** and **PASSWORD.** Choose the **SUBMIT & CREATE ACCOUNT** button to continue. \*Please make sure to note the **PASSWORD,** because they cannot be retrieved. \*

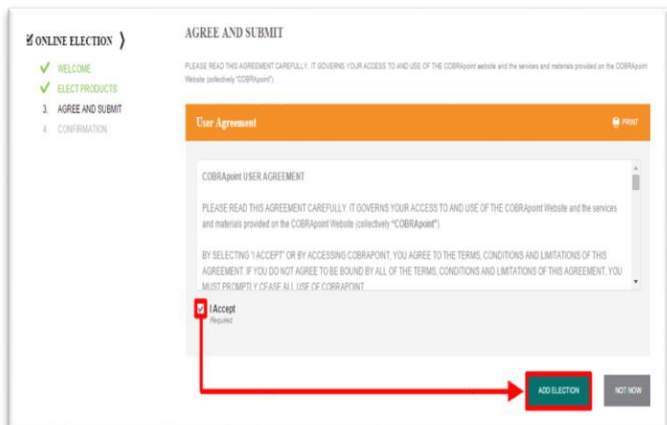
**Step 5:** If you need to make an election for your benefits, you will be directed to "Welcome to the **ONLINE ELECTION!**" page. Select the **CONTINUE** button to begin your election process.



**Step 6:** Now you must choose the plans you wish to continue. You will then have to choose the coverage level for each plan and select the **ADD ELECTION** button to continue.



**Step 7:** Read and agree to the **USER AGREEMENT**. Check the **I ACCEPT** box and select the **ADD ELECTION** button to continue.



**Step 8:** You are almost done!

Once you have confirmed your submission, you will be taken to the **ELECTION CONFIRMATION** page.

Here you have the opportunity to print your confirmation. Once you have a copy of your confirmation for your records, you can choose **GO TO THE MEMBER PORTAL**.

