

## How to Log on to Your Member Portal and Make Your Election

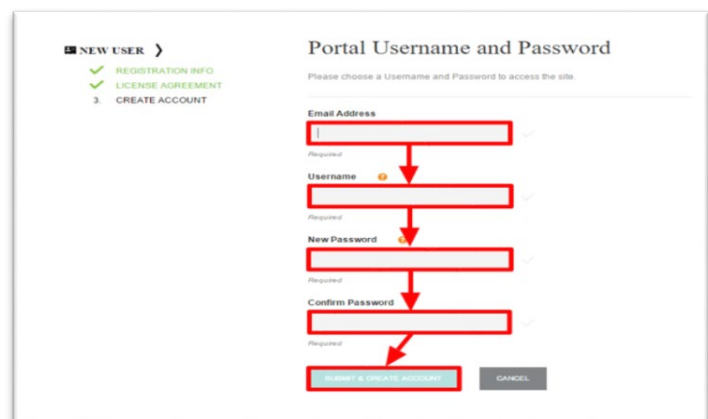
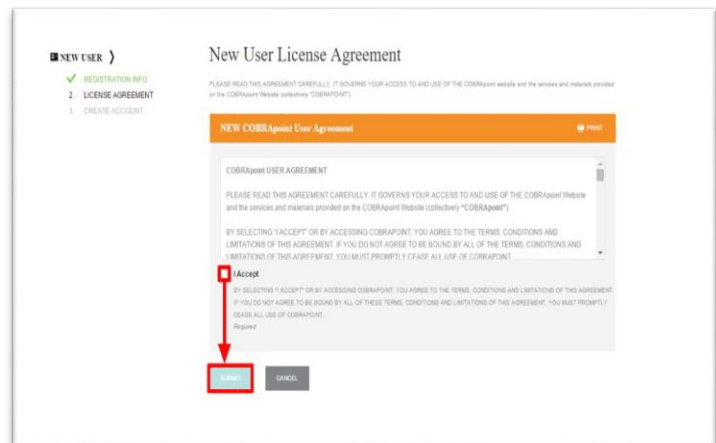
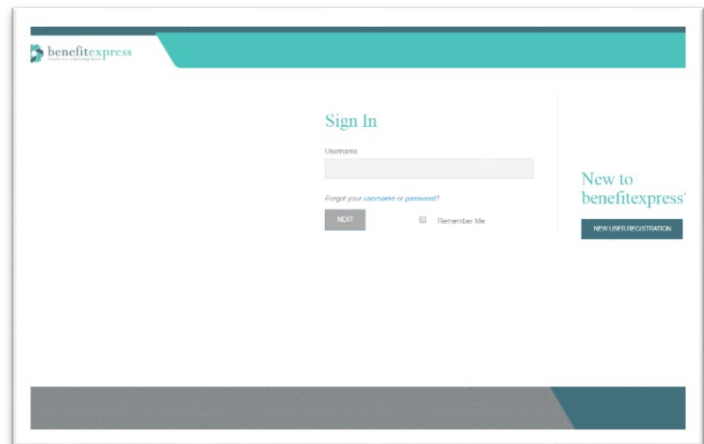
To make it easy for you to access your Member Portal, we have included instructions below outlining all the information you will need to set up your account and where to find it. Follow along with each step to log in to your Member Portal for the first time and add an election!

**Step 1:** Log on to [www.mypremiumbill.com](http://www.mypremiumbill.com). 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.

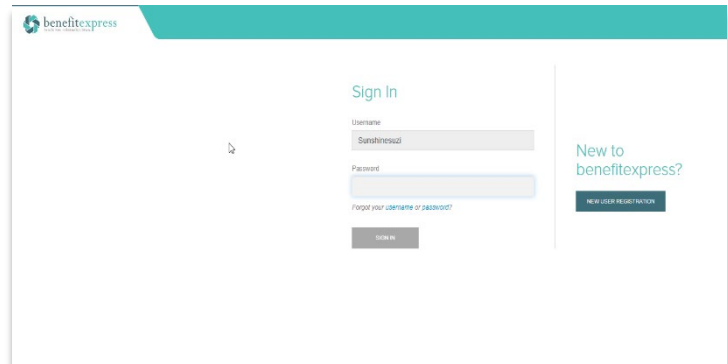
**Step 2:** Enter your unique **REGISTRATION CODE**. Your unique registration code is located on the last page of your COBRA Specific Rights Notice Letter or Welcome Kit for Direct Bill members. After entering your registration code, you will be prompted to enter your **SOCIAL SECURITY NUMBER**. Once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

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

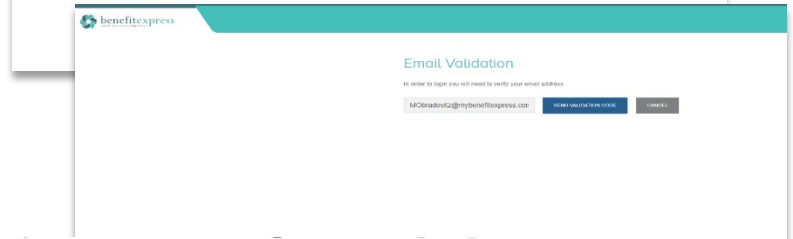
**Step 4:** You must now create your account. Enter your **EMAIL ADDRESS**, and then create your **USERNAME** and **PASSWORD**. Choose the **SUBMIT & CREATE ACCOUNT** button to continue.



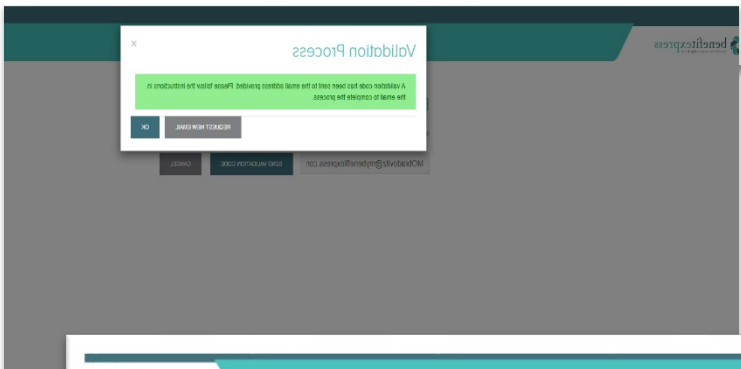
**Step 5** : After creating your **USERNAME** and **PASSWORD** you will sign in.



**Step 6** : You will be required to validate your email.



This is a required process, if you do not complete the **VALIDATION PROCESS** you will not be able to continue to log in.

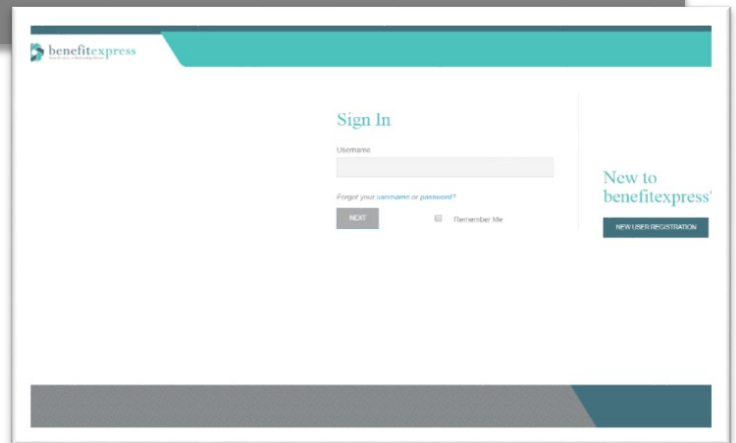


You will receive an email from [no-reply@myhealthpayment.com](mailto:no-reply@myhealthpayment.com) that contains your validation link.

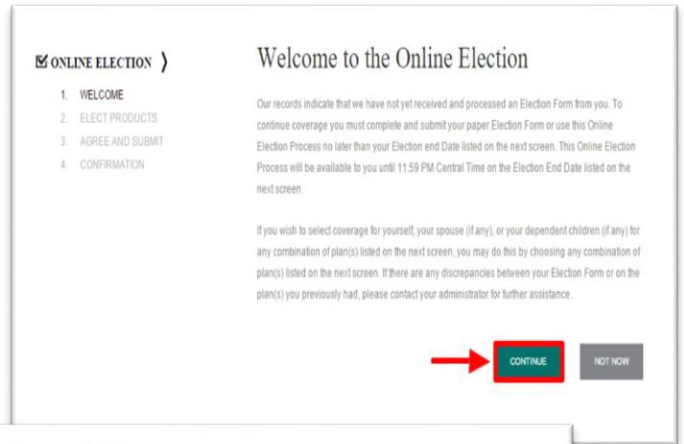
Please check your inbox, junk or spam email folder.

Click the validation link within the email to complete the account setup.

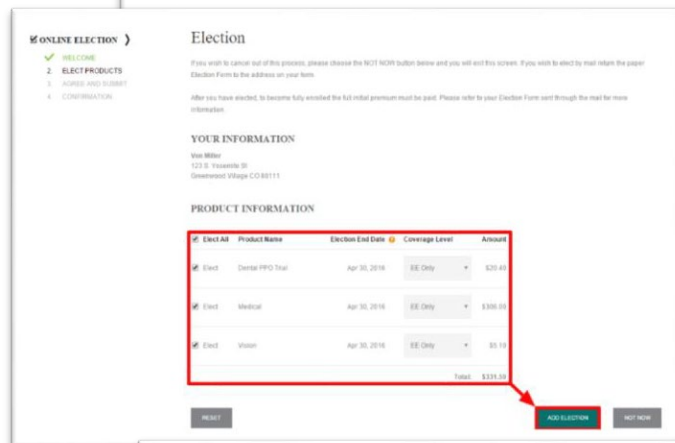
You can now log on to your account!



**Step 7:** 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 8:** 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 9:** Read and agree to the **USER AGREEMENT**. Check the **I ACCEPT** box and select the **ADD ELECTION** button to continue.



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

Here you will 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**.

