

MedBen® Basics

ONLINE CLAIMS AND BENEFITS INFORMATION FOR EMPLOYEES

Need to check the status of a health claim? Want to review benefit coverage for a

on-line,
all the time

health service? Order a new ID card? With **MedBen Access**, you can do all of this, and more! This secure, password-protected website allows you 24/7 access to your claims and benefits information anywhere there's an Internet connection!

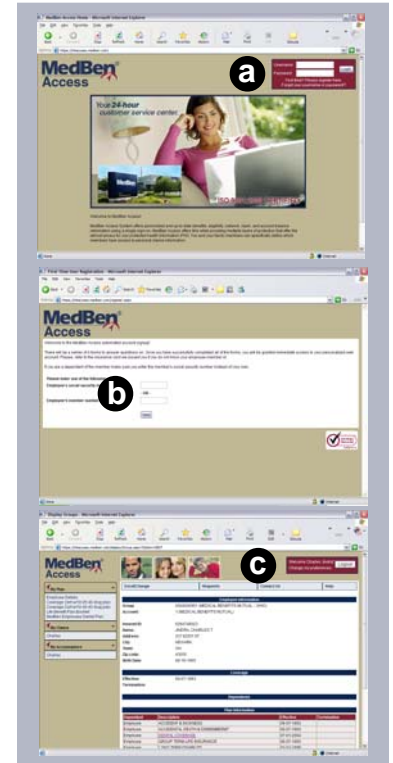
easy to
navigate!

From top to bottom, the **MedBen Access** website makes it easy and quick to find important information about your personal benefits. With a variety of drop-down menus and a font-size selector, MedBen Access is a very user-friendly site! At the same time, MedBen Access offers layers of protection so your personal health information is well-guarded. And, you can easily change your Password whenever you desire.

sign in,
please!

On your initial visit to the **MedBen Access** site, your first order of business will be to authorize MedBen to create an "electronic signature". To do this, just follow these simple steps:

- 1) Go to **www.medben.com** and click on "Online Client Services".
- 2) On the left sidebar, click on "MedBen Access".
- 3) On the **MedBen Access** home page, click on the "Please register here" link located in the Login box (a).
- 4) After reading and accepting the MedBen Privacy Policy, type in your Social Security or Member Number (b). You will then be asked to create a User Name and Password. On future visits, just enter these into the Login box and you will be immediately taken to your personalized information page!



We encourage you to review the "Change Preferences" page, which you can access from the Logout box (c). There, you can change your Password and create a question/answer safeguard should you forget your User Name or Password later. If you have family coverage, the Change Preferences page allows you to select the specific individuals who can view your claims information. Anyone on your family's coverage can have access with your permission, and family members 18 and older may grant you access rights as well.

change for
the better



MedBen Access offers a great deal of information, but should you need more, go to the "Contact Us" page and complete the request form. A MedBen Customer Service Representative will follow up with you.

questions?