




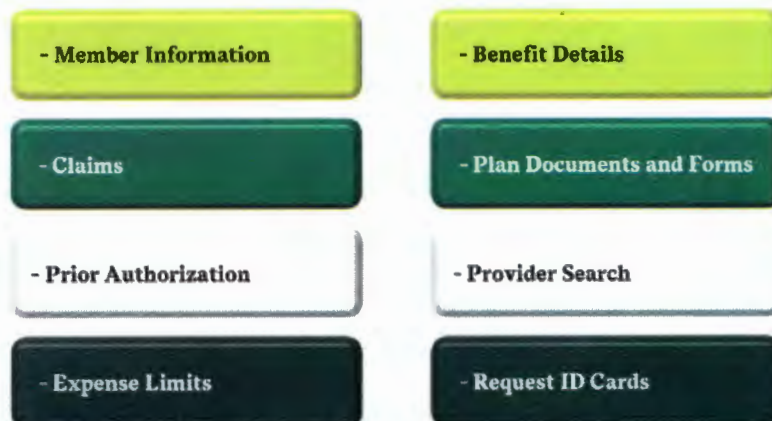
## Access Your Medical Benefits Online 24/7

Secure online access to your medical benefit information is available 24 hours a day, 7 days a week through Verdegard Administrators, LLC Secure Online Member Portal at [www.verdegard.com](http://www.verdegard.com).

To create an account on the member portal:

1. From the website, click the 3 lines:  menu located at the top right side of the website.
2. Select "Members"
3. Select "Log into Portal"
4. Click "Sign In" Button
5. Click "New User"
6. On the Create Account screen, enter the following details:
  - a. Your Name
  - b. Email Address
  - c. Date of Birth
  - d. Member ID - should be entered as it appears on the Health ID card including the suffix code (01, 02, etc.)
  - e. Enter the information on the Text Verification as it appears.
7. Click "Submit"
8. A temporary password will be emailed to you.
9. Sign in with the temporary password; create a permanent password.
10. Accept the Terms of Use Policy.

Below are example Features you will have access to within the Member Portal:



If you are having trouble accessing the portal, please contact Verdegard Customer Service at (800) 448-3585 for assistance.