

DECEMBER 2017

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## **BSWH Employee Plan: Your 2018 Medical ID Card and a New Video to Help You Navigate the Member Portal**

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### **Your 2018 ID card is on its way and available online.**

Your ID card is scheduled to arrive at your home by January 1, 2018. If additional cards are needed, or in the event of a post office delay, an electronic copy will be available for download through the Member Portal on or after January 1. To better understand the information listed on your ID card, please review the ID card overview. Also, be sure to throw away any old cards you have in your wallet.

### **How to download or print an electronic copy of your ID card:**

- Log in to the Member Portal.
- Locate "MY ID CARD" on the main page
- Click "VIEW MY ID CARD"
- Click the PRINT icon to print a temporary card
- Click the DOWNLOAD icon to download a copy of your card
- Click "GET AN ID CARD" to request an ID card be mailed to your home address

## Not registered? Here's how to do it:

Each employee or dependent who is 18 years or older must set up their own account to access the Member Portal. To register:

1. Navigate to the login page through [bswh.swhp.org](https://bswh.swhp.org).
2. Click the **MEMBER PORTAL** link below the **ONLINE CONNECTIONS** section.
3. Click the **SIGN UP NOW** link below the **LOG IN** button.
4. Enter either your **Social Security** number or **Member ID** number and your **date of birth** to begin the registration process.
5. Enter a valid **email address** and **create a password** that meets the specified criteria.
6. Click **CREATE ACCOUNT**.

## Managing your health plan benefits just got easier.

Did you know? You can manage and control your health plan benefits from a single location. Take a tour of [bswh.swhp.org](https://bswh.swhp.org) with this new video tutorial to find out where and how to access all the tools you need.

If you have questions about your coverage, contact Scott and White Health Plan.

- Medical Questions: 844-843-3229
- Pharmacy/Prescription Drug Questions: 800-728-7947

Thank you,

Scott and White Health Plan

[bswh.swhp.org](https://bswh.swhp.org)

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