Access a Member ID Card from the IMS Website

1. Login to www.myhealthplanonline.com with your Admin Login Credentials
2. Select ID Card and then ID Card Request

3. Enter the member information and click Search

4. Select the correct member from the list if multiple are displayed by clicking on the Last Name
5. Once the member is selected click on the Print ID Card button

6. The ID Card will open in a pop up window which can be saved as a PDF
7. You can also request a new card be mailed by selecting Request Replacement ID Card.