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

Me	mber Search		
	Member Search		
	Enrollment ID:		
	First Name:		
	Last Name:		
	Birth Date:	mm/dd/yyyy	111
	Search	Cancel	

- 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

Full Name		Address1:			
Gender: Fe	emale	Address2:		Eff Date:	2/19/2005
Birth Date:		City:	GREENSBORO	Term Date:	
Relationship: En	mployee	Zip Code:	27406	Group:	
Status: A	ctive				
Request Replacer	ment ID Card Print ID Card	Back			

- 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.