

# Printing Your ESU Student Insurance Card

1. Go to [www.uhcsr.com](http://www.uhcsr.com).
2. Type "Emporia State University" in the search box.

The screenshot shows the UnitedHealthcare StudentResources website. At the top left is the UnitedHealthcare logo and "StudentResources". At the top center is "COVID-19 Updates" with the subtext "Stay informed on resources available to you.". At the top right is "Login to My Account" with a menu icon. The main content area has a blue background with the text "STUDENT INSURANCE HAPPENS HERE. It can be confusing. We're here to help!". Below this is a search bar with the placeholder "Let's start with your school's name." and the text "Emporia State University" entered. A red circle highlights the search bar. Below the search bar are two buttons: "STUDENT HELP CENTER" with the subtext "What do you need to get done today?" and "SCHOOL ADMINS" with the subtext "There's a place here for you too!".

3. Click "Login to My Account"

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Welcome to your student health insurance plan page.

4. If this is your first time on the site, click "Create Account" or "SACM Member Create Account"

Login to My Account to access and manage your policy.

### Login to My Account

Enter your username and password to continue...

[?](#)

[Did you forget your Username or Password?](#)

[CREATE ACCOUNT](#) [SACM MEMBER CREATE ACCOUNT](#) [LOGIN](#)

5. Enter your personal information and also include your ESU ID here. (ex: E12345678)

Create an online account to access the best parts of your plan.

### First, Verify Your Credentials

**A**

**B**  [?](#)

**C**  [?](#)

[BACK TO LOGIN](#) [NEXT](#)

6. Create a username and password.  
\*Password needs uppercase and lower-case letter, special character and only one number  
(ex: Emporiastate7.)

Create an online account to access the best parts of your plan.

**Now let's create an account.**

Username\*

Password\* ⓘ

Confirm Password\* ⓘ

**ELECTRONIC DELIVERY CONSENT:**

UnitedHealthcare StudentResources now provides Electronic Delivery. By logging in to your account, you are electing to receive these communications electronically, including Explanation of Benefits, Claim Letters, Coverage Letters, and other important information.

We will communicate electronically with you by email or through this website when applicable. When we post communications to your account, you will be notified by email. If you choose not to go Green, you can choose to receive paper communications by mail at any time. Go to My Email Preferences to change your preference, you must have a valid mailing address on file.

[BACK](#) [NEXT](#)

7. You'll see this screen and you can click "Login."

Create an online account to access the best parts of your plan.

**Account creation complete**

Congratulations!  
Your account has been set up successfully.  
Login to manage your policy.



Account Activated!

[LOGIN](#)

8. Type your username and password, then click "Login."

Login to My Account to access and manage your policy.

**Login to My Account**

Enter your username and password to continue...

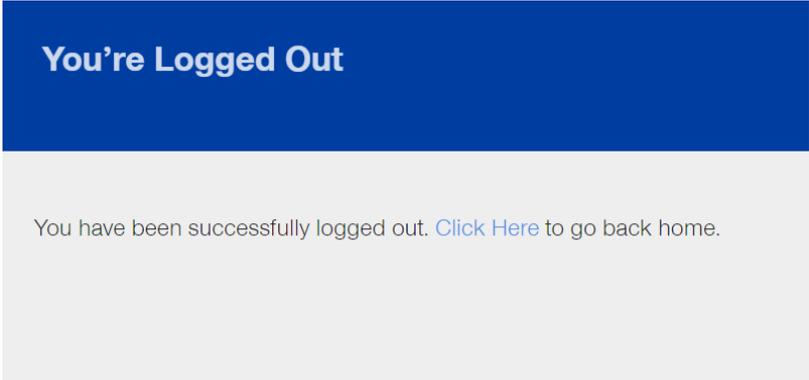
Username\*

Password\* ⓘ

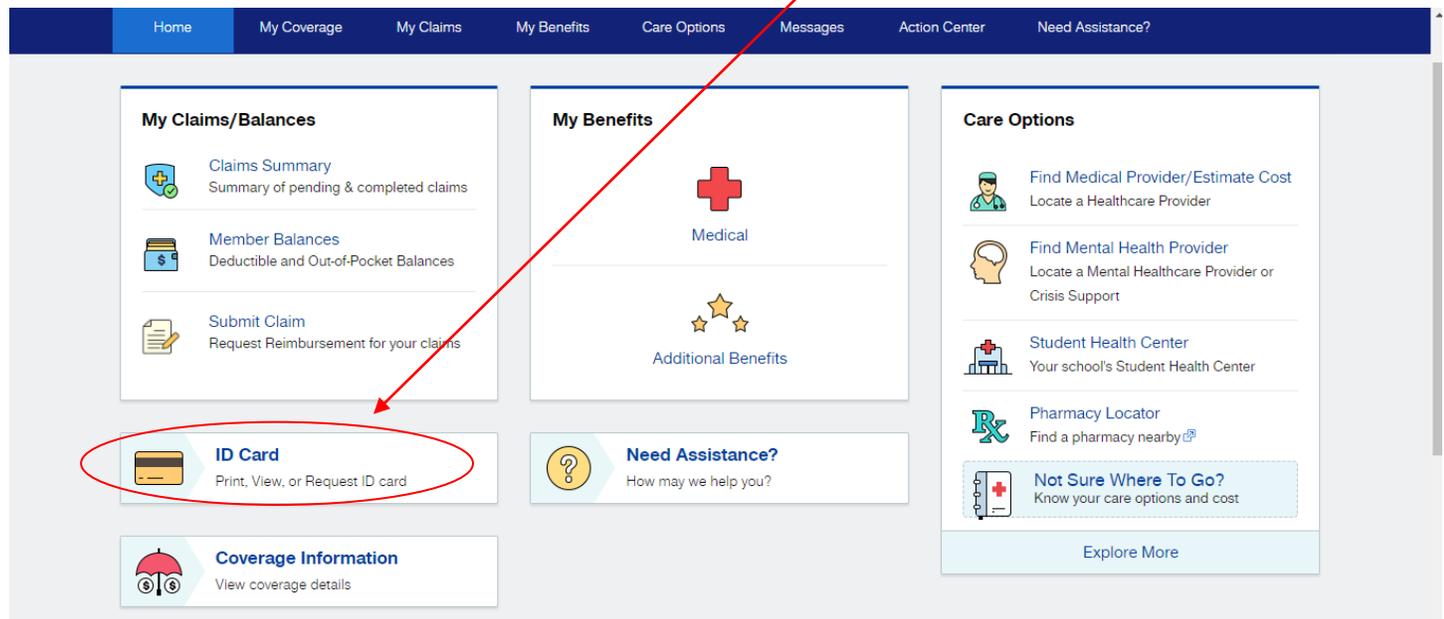
[Did you forget your Username or Password?](#)

[CREATE ACCOUNT](#) [SACM MEMBER CREATE ACCOUNT](#) [LOGIN](#)

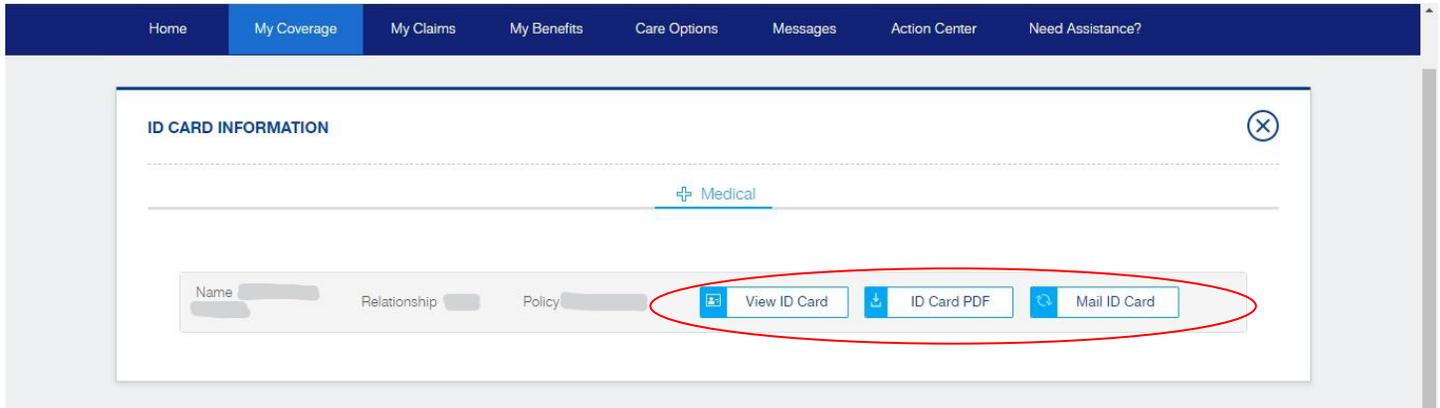
9. The system may automatically log you out at this point, but just click the link to go to the home screen and log in once more.



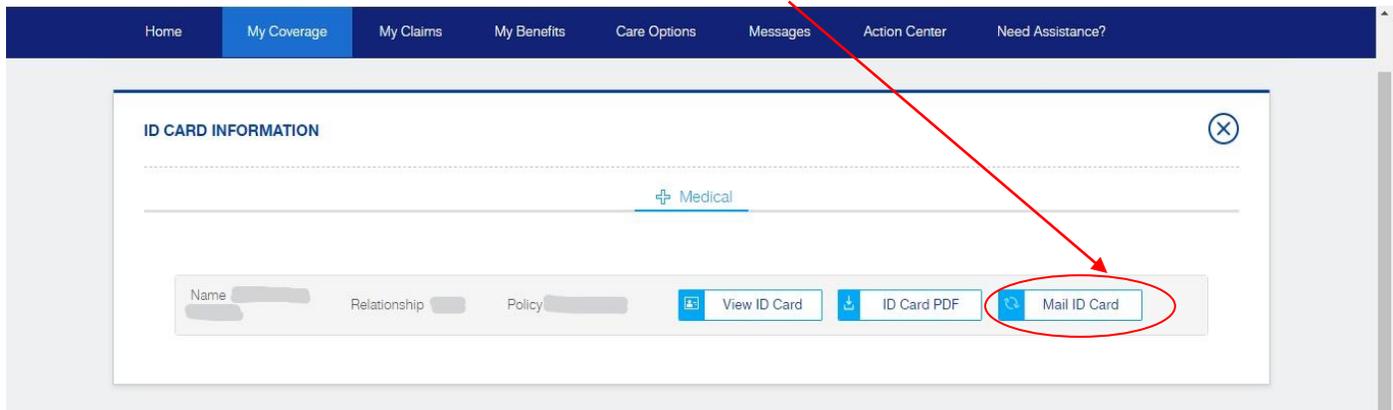
10. You are FINALLY ready to print your insurance card! Click "ID Card."



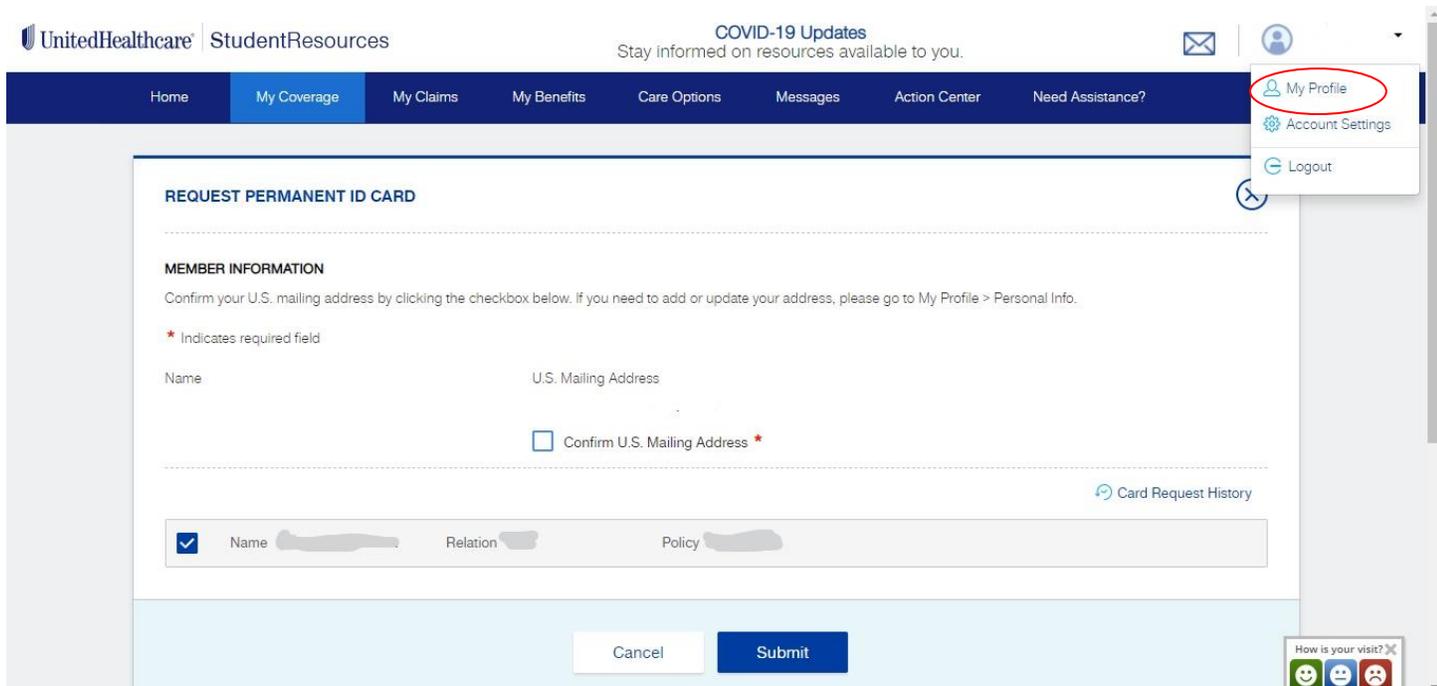
11. You can now request a permanent card be mailed to your home address and/or view or print a temporary ID Card.



12. If you choose to request a permanent ID card, click in "Mail ID card"



a. This page will show up, to update and make sure your address is correct, click "My Profile"



b. In the Personal Info section, click “Explore”

UnitedHealthcare StudentResources COVID-19 Updates Stay informed on resources available to you.

Home My Coverage My Claims My Benefits Care Options Messages Action Center Need Assistance?

**Personal Info**  
Manage Personal Demographics and Contact Info.  
Explore

**Account Settings**  
Manage Password and Communication Preference.  
Explore

**Other Insurance**  
Confirm/Certify if you have another insurance policy.  
Explore

**Manage Personal Representative**  
Authorize another person to speak on your behalf.

**Tax Info**  
Provide SSN/ITIN and 1095-B Delivery Preference.

How is your visit? >

c. Click on “Edit”

PERSONAL INFO ?

Basic Info

SR ID	Username	Last Login	
First Name	Last Name	Middle Initial	
Date Of Birth	Phone Number	Preferred Email	School Assigned Email

U.S. MAILING ADDRESS ?

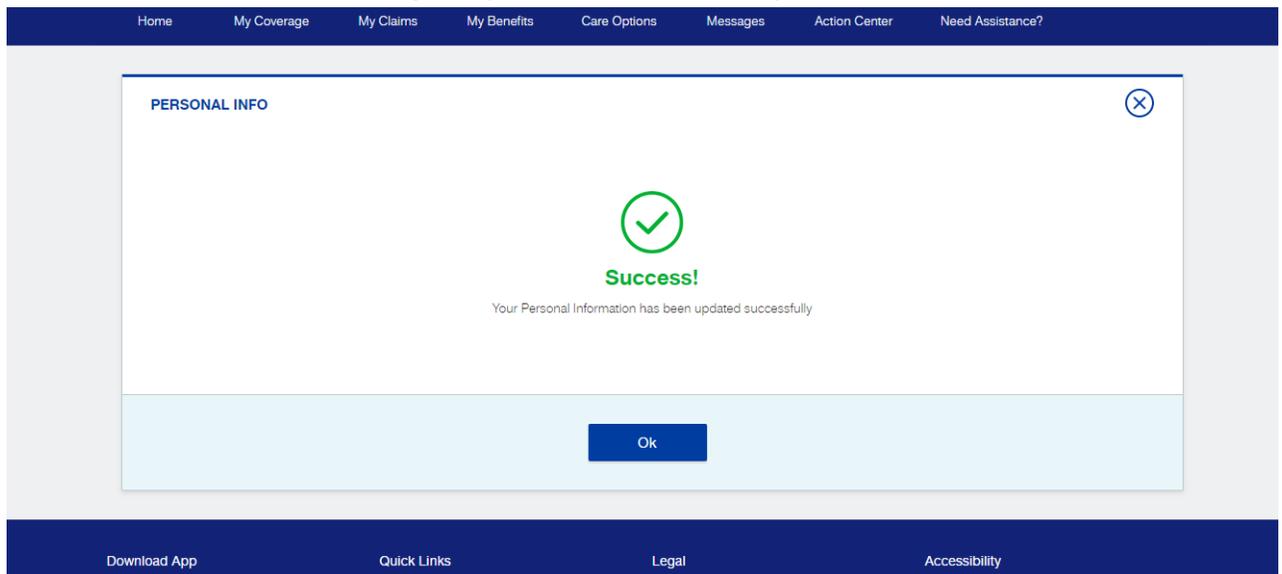
Street Address	City	State	Zip
	Emporia	KS	66801

How is your visit? >

d. Add/Change your address. Once you finished, click “Update”

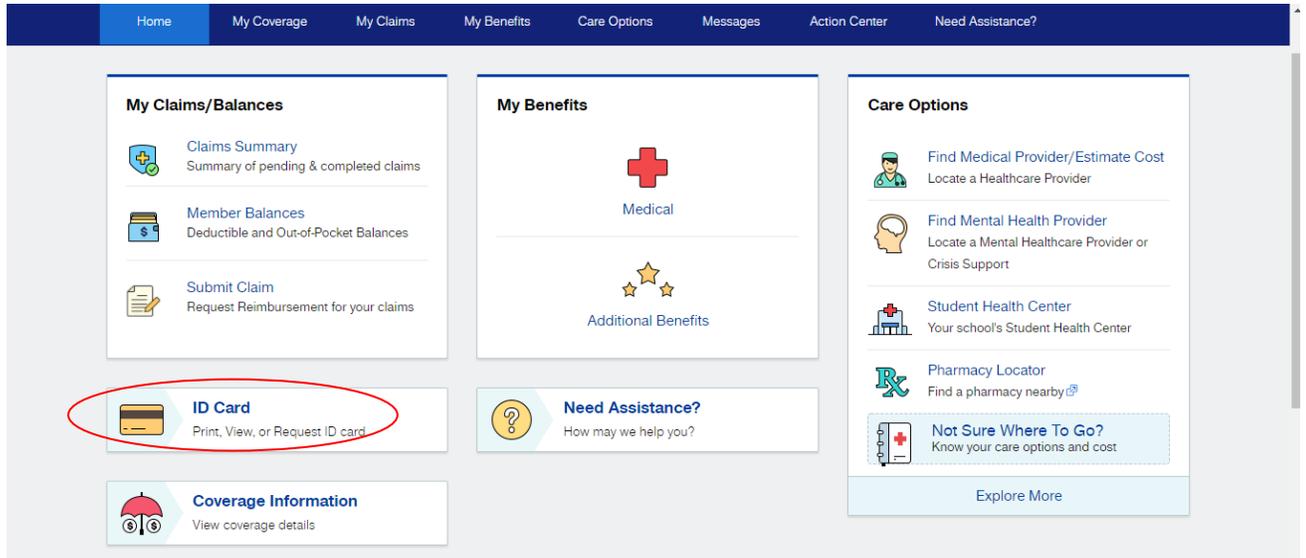
The screenshot shows a web form titled "PERSONAL INFO" with a close button in the top right. Below the title is a "Basic Info" tab. The form contains several input fields: SR ID, Username, Last Login, First Name, Last Name, Middle Initial, Date Of Birth, Phone Number (with a masked input "xxxxxxxx"), Preferred Email, and School Assigned Email. Below these is a section for "U.S. MAILING ADDRESS" with fields for Street Address, City (filled with "Emporia"), State (filled with "KS"), and Zip (filled with "66801", with a note "5 digits"). At the bottom of the form are two buttons: "Cancel" and "Update". The "Update" button is circled in red, with a red arrow pointing to it from the text above. A small feedback widget "How is your visit?" is visible in the bottom right corner.

e. You will see this screen, confirming that your address has been updated.

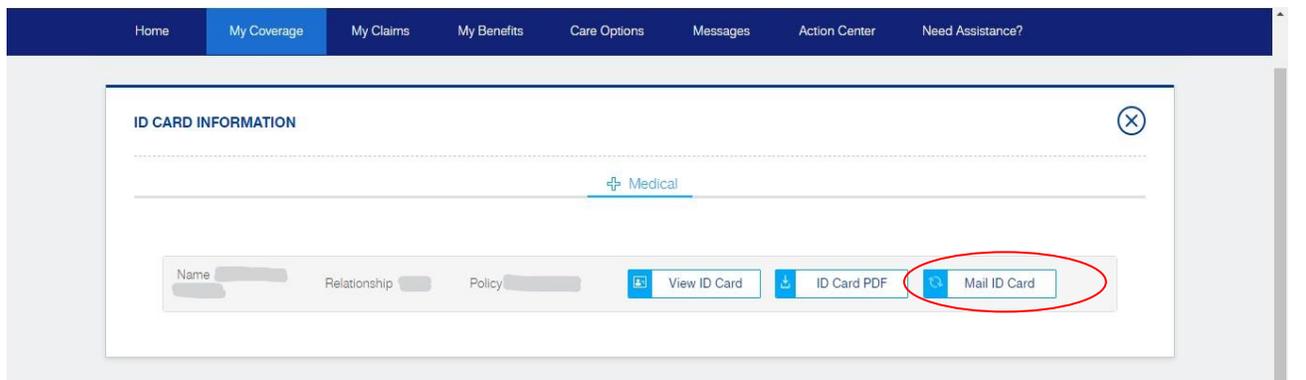


13. After you click “OK” Follow the next steps again.

a. Go back to the ID Card page



b. Click in “Mail ID card”



c. Confirm your US mail address and click “Submit”. Congratulations! Your ID Card will be mailed soon to you.

