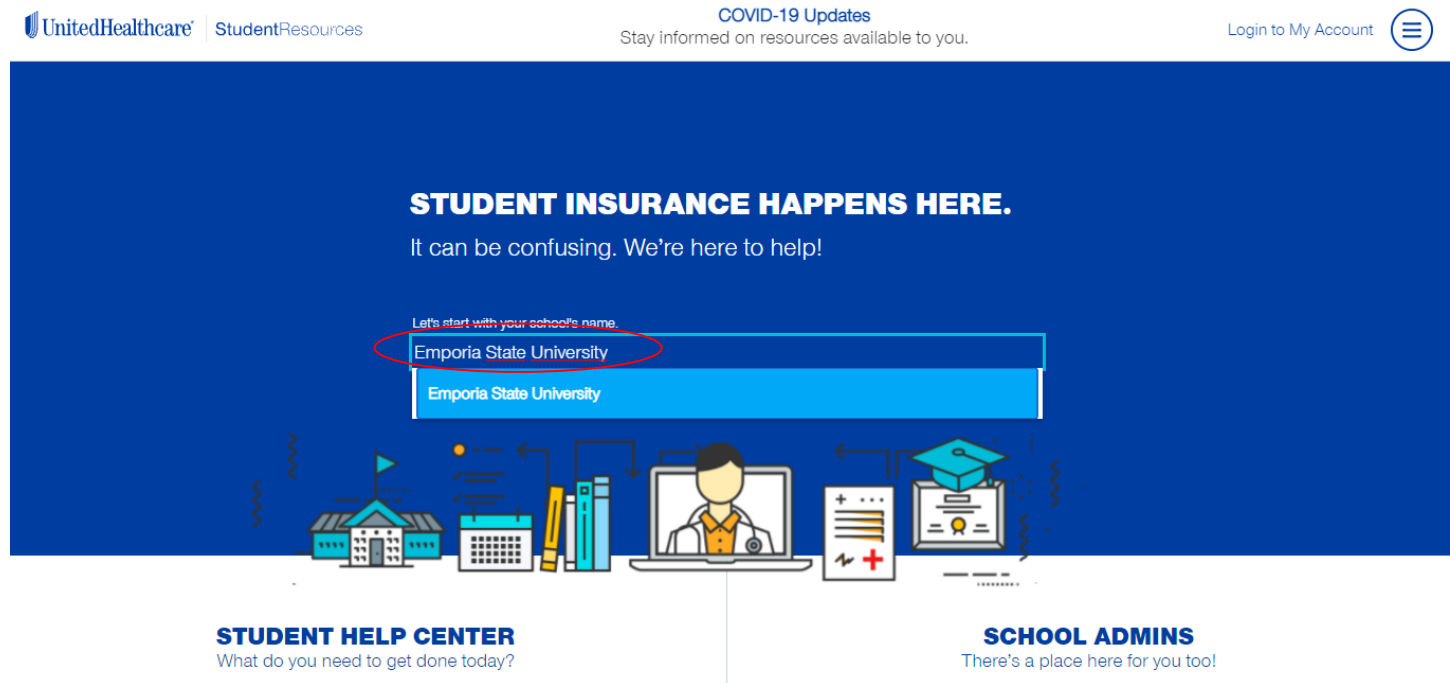
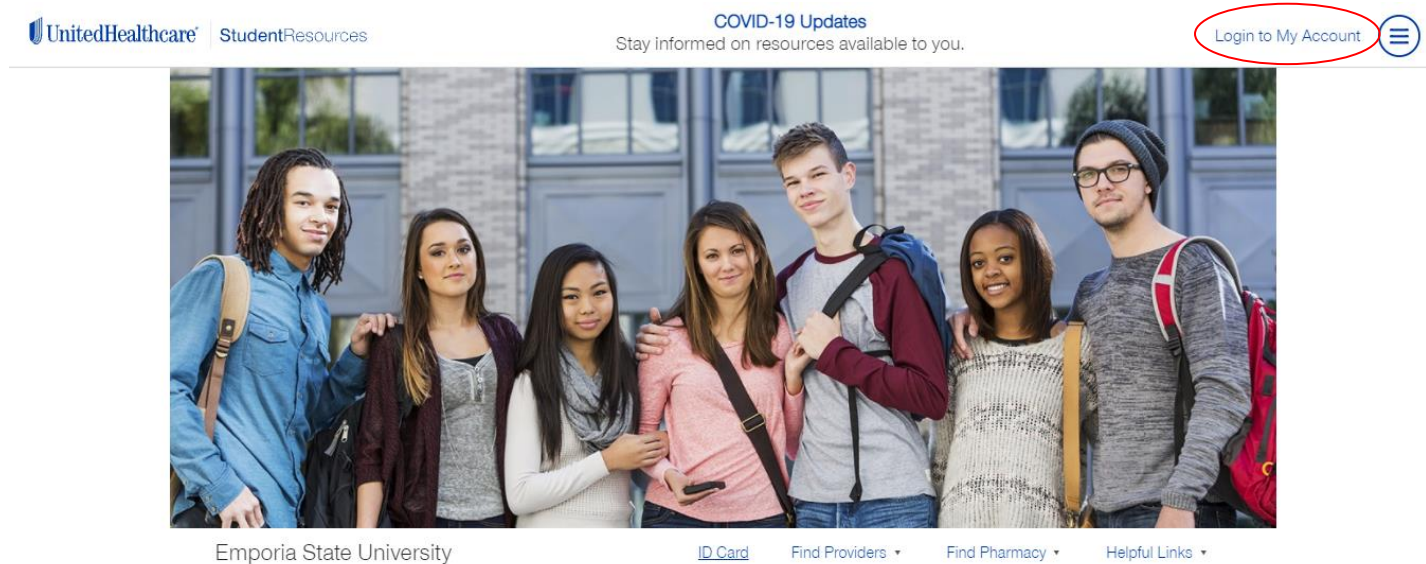


Printing Your ESU Student Insurance Card

1. Go to www.uhcsr.com.
2. Type "Emporia State University" in the search box.



3. Click "Login to My Account"



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...

Username*

Password* ⓘ

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 First Name *

Last Name *

Date of Birth (MM/DD/YYYY) *

B Email, Student ID, SR ID * ⓘ

C Email, Student ID, SR ID ⓘ

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?

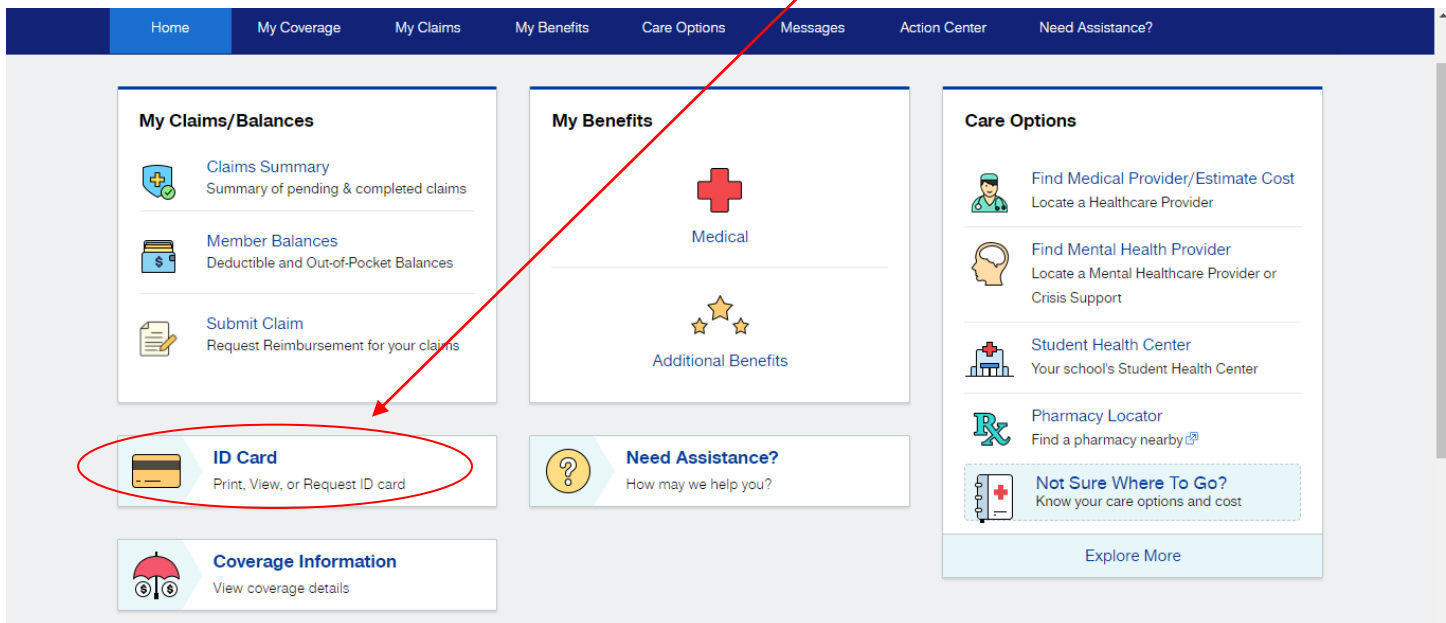
CREATE ACCOUNT SACM MEMBER CREATE ACCOUNT LOGIN

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.

You're Logged Out

You have been successfully logged out. [Click Here](#) to go back home.

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.

The screenshot shows the 'ID CARD INFORMATION' page. At the top is a navigation bar with links: Home, My Coverage, My Claims, My Benefits, Care Options, Messages, Action Center, and Need Assistance?. Below the navigation bar is a section titled 'ID CARD INFORMATION' with a close button (X) in the top right corner. Under this section, there is a tab labeled 'Medical'. Below the tab, there are three input fields: Name, Relationship, and Policy. To the right of these fields are three buttons: 'View ID Card', 'ID Card PDF', and 'Mail ID Card'. These three buttons are circled in red.

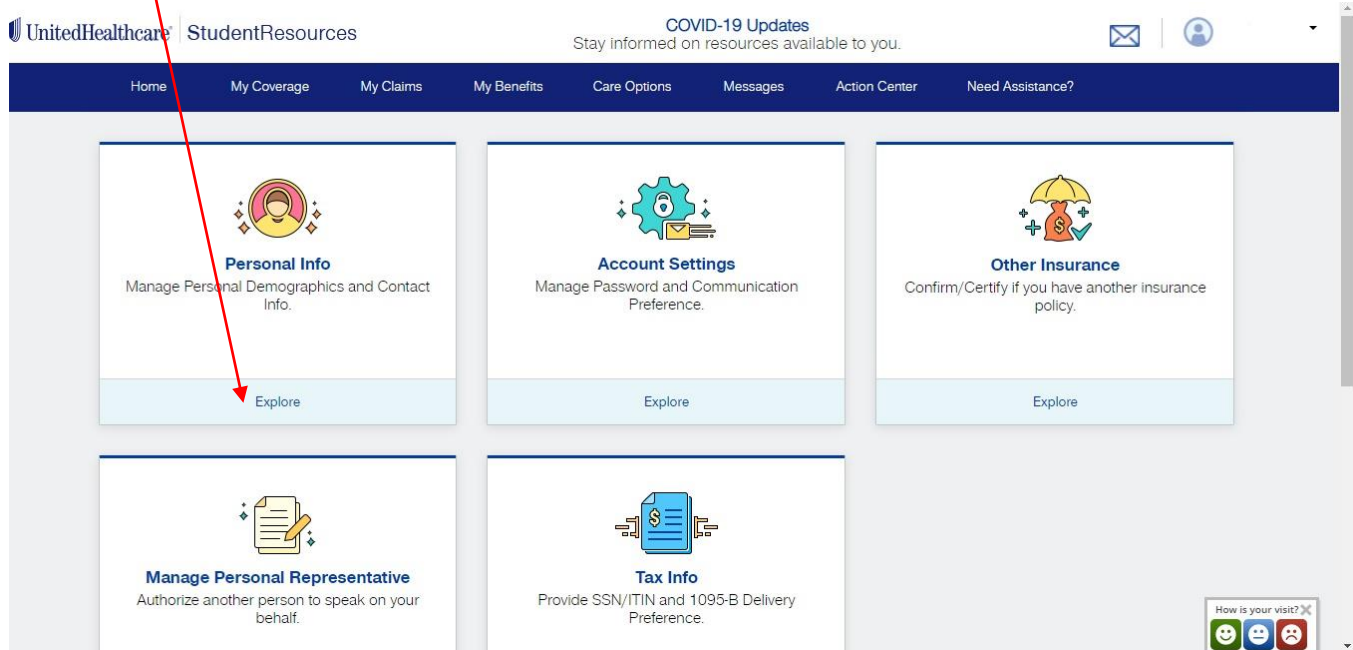
12. If you choose to request a permanent ID card, click in “Mail ID card”

This screenshot is identical to the previous one, showing the 'ID CARD INFORMATION' page. A red arrow points from the text 'click in “Mail ID card”' to the 'Mail ID Card' button, which is circled in red.

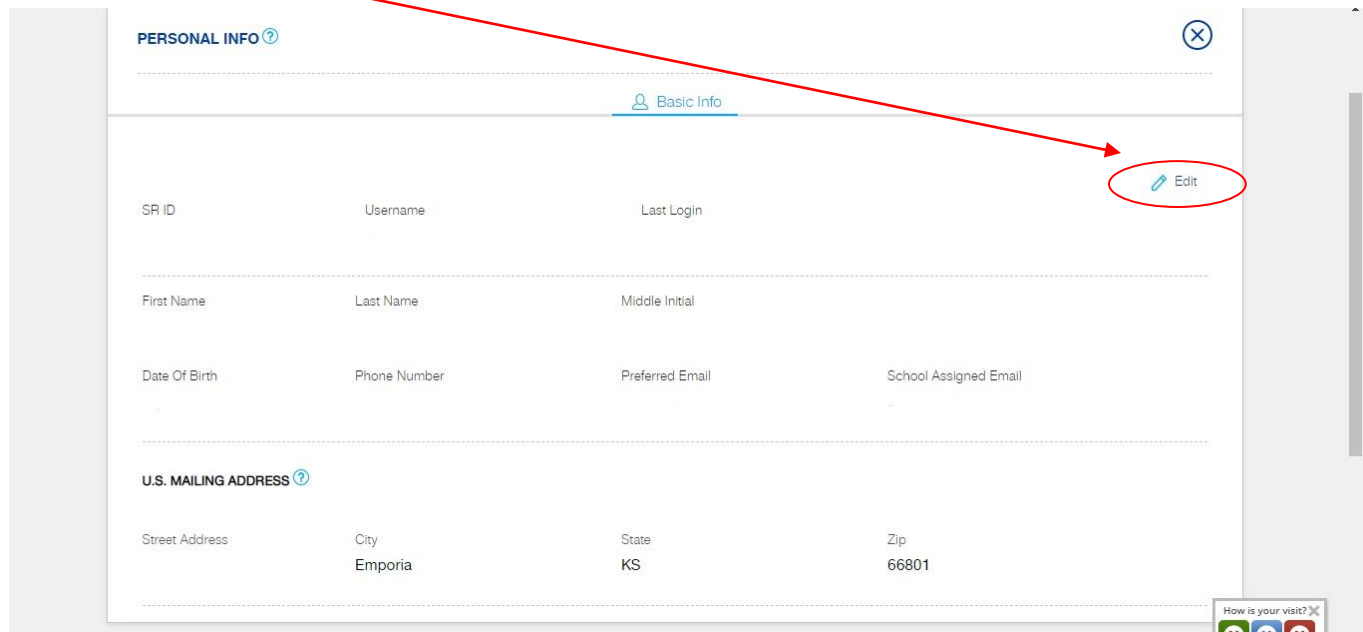
a. This page will show up, to update and make sure your address is correct, click “My Profile”

The screenshot shows the 'REQUEST PERMANENT ID CARD' page. At the top is a navigation bar with links: Home, My Coverage, My Claims, My Benefits, Care Options, Messages, Action Center, and Need Assistance?. Below the navigation bar is a section titled 'REQUEST PERMANENT ID CARD'. Under this section, there is a sub-section titled 'MEMBER INFORMATION'. Below 'MEMBER INFORMATION', there is a text prompt: 'Confirm your U.S. mailing address by clicking the checkbox below. If you need to add or update your address, please go to My Profile > Personal Info.' Below this prompt, there is a checkbox labeled 'Confirm U.S. Mailing Address' with a red asterisk. To the right of the checkbox, there is a link labeled 'Card Request History'. At the bottom of the page, there are two buttons: 'Cancel' and 'Submit'. In the top right corner, there is a user menu with three options: 'My Profile', 'Account Settings', and 'Logout'. The 'My Profile' option is circled in red.

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



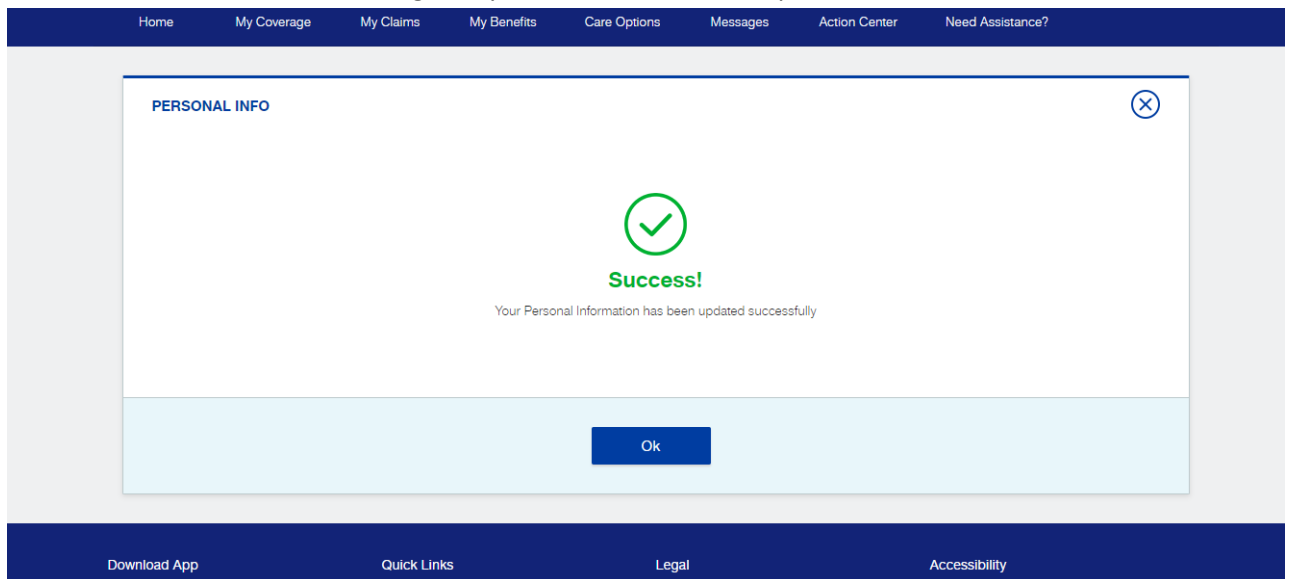
c. Click on “Edit”



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

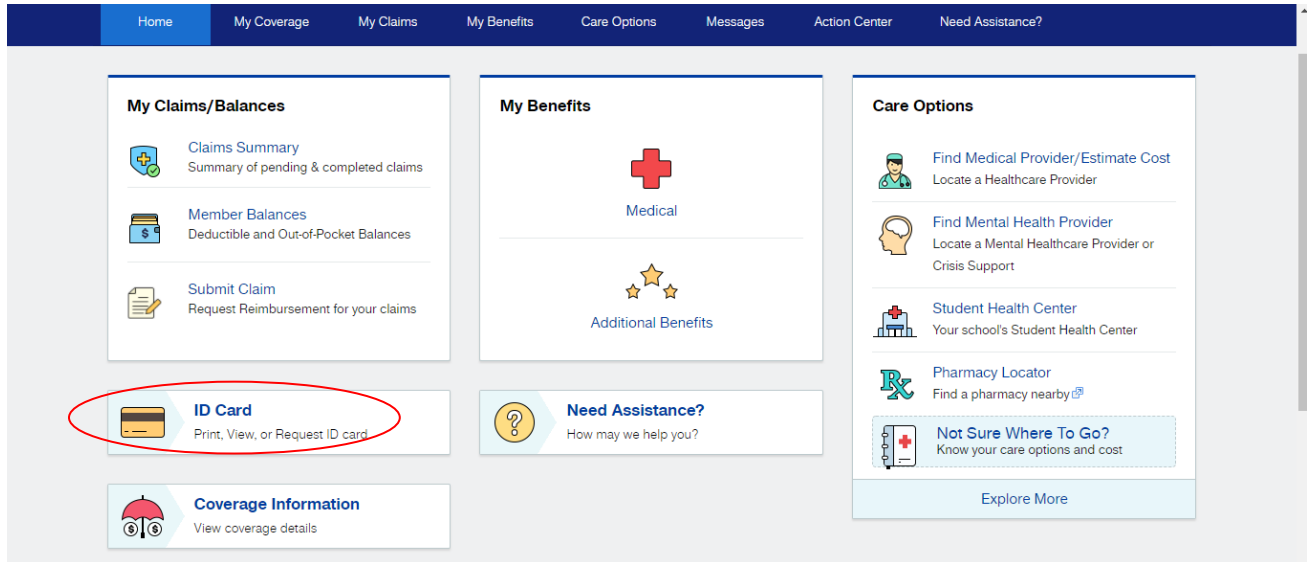
The screenshot shows a web form titled "PERSONAL INFO" with a close button (X) in the top right corner. Below the title is a tab labeled "Basic Info". The form contains several input fields: "SR ID", "Username", "Last Login", "First Name", "Last Name", "Middle Initial", "Date Of Birth", "Phone Number" (with a red asterisk indicating it is required), "Preferred Email" (with a red asterisk), and "School Assigned Email". Below these fields is a section titled "U.S. MAILING ADDRESS" with a help icon. It includes fields for "Street Address", "City" (pre-filled with "Emporia"), "State" (pre-filled with "KS"), and "Zip" (pre-filled with "66801" and a note "5 digits"). At the bottom of the form are two buttons: "Cancel" and "Update". The "Update" button is circled in red, and a red arrow points to it from the text above. In the bottom right corner, there is a small survey icon with the text "How is your visit?" and three smiley face icons.

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

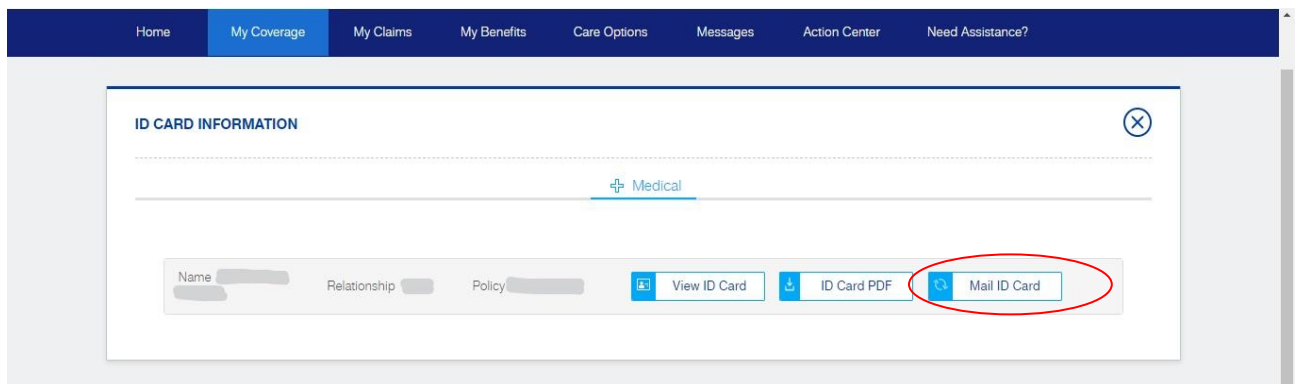


13. After you click “OK” Follow the next steps again.

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.

