

Welcome Members - Registration Guide

Step One: Visit OptimaHealth.com/Members

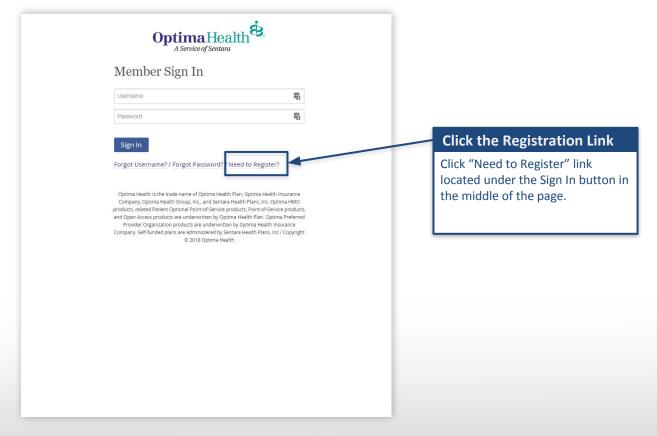


Navigate to Sign In

Click the "Sign In / Register" button, in top right corner of page.



Step Two: Navigate to Registration Form



Notice: A valid member ID number is required for registration

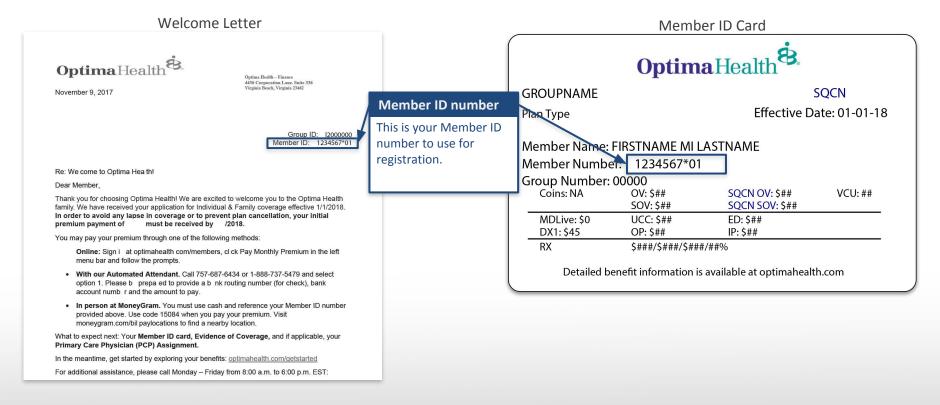
If you do not know your Member ID number, you can use the following tips to find it.

If you have your Welcome Letter or Member ID Card available, you can copy your member ID number from the document to the registration form. <u>View member ID number location on Member ID Card or Welcome Letter</u>

Alternatively if you only have your invoice and if you are registering the primary member on your plan (*01). View Directions of how to identify your member ID number from your invoice.



How to find member ID number on Welcome Letter or Member ID Card





How to find member ID Number on Invoice

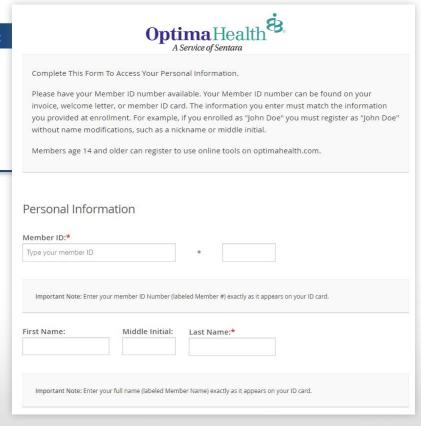
| Optima Health Optima Health Plans 4417 Corporation Lane Virginia Beach, VA 23462 | ė | Invo Invo Cov | scriber ID ice Date ice Number erage Period Date | 01 | 11234567 12-11-17 12345678 I-01-18 TO 01-31-18 01-##-18 | | Subscriber ID If you only have an invoice |
|--|--------|---|---|-------------|---|---|---|
| Total Due WELCOME TO OPTIMA HEALTH: Payment of your initial premiums are due by the 5th of the m onth to prevent plan curcellation. | | | | | | | available, you can still identify your member ID number, by simply removing the 'I" from you subscriber ID and add an *01. Th |
| Name | Premiu | Subsidy | Responsible Amt | Adjustments | Current Due | L | equates to your member ID. |
| | | ther questions (757)55. siness day of each mon | MILY HEALTH PLANS ions (757)552-7274/(866)514-5916. Auto Debit: Prem of each month. All other payments, mail to Optima H- | | | | |
| mount Enclosed: \$ | Detac | s here and return coupon w Sub: Invo Invo Cove Tota Optim PO B6 | sit payment scriber ID ice Date ice Number erage Period Date I Due a Health Plans XX 75892 ore, MD 21275-5 | | 11234567 12-11-17 12345678 -01-18 TO 01-31-18 01-##-18 | | |



Step Three: Complete Registration Form

Information Match Requirement:

The information that is entered in the registration form shown here must exactly match the information that was provided at enrollment.





Step Four: Complete Account Creation Form





Thank You and Welcome to your MyOptima Member Account.



Frequently Asked Registration Questions

Question 1: What do I do if I receive a system error?

Go back and confirm the information you entered matches the information provided on your invoice, welcome letter, or member ID card.

- Use the exact name and middle initial combination as is shown on your documentation.
- Ensure you entered your ID number exactly as is shown on your documentation.

