

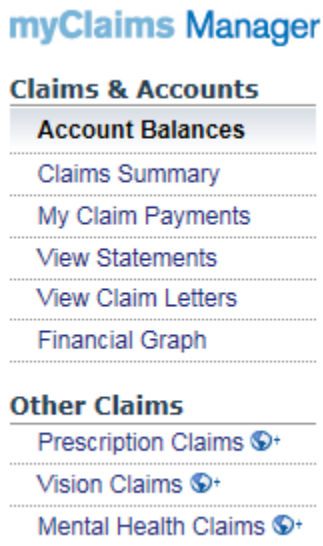
INSTRUCTIONS
How to Print Your UHC Vision ID Card

Members must print their Vision ID card through the www.myuhc.com member portal.

- 1.) Log into www.myuhc.com
- 2.) Click the “**Claims & Accounts**” link from the top menu bar



- 3.) On the left hand side of the Claims & Accounts page, under Other Claims heading, click on the “**Vision Claims**” link



- 4.) A new window will open, click on the “**Select**” button by the Group: UHC Vision Plan



- 5.) The Member Web Portal page will open, Click on the “Print ID Card” box
- 6.) From the Print ID Card page, select the member name from the Member drop down box

Print ID Card

You can generate an ID card by selecting a member and then clicking View. Then you can print the ID card by clicking the printer icon in the ID Card report.

Member

- 7.) After selecting the member, click on the “**View**” button. This will open a document titled How to Use Your Vision Card Benefits. Your personalized ID card is located at the bottom of the document. When hovering over the document, a grey icon bar will appear. Click on the Printer Icon to print your ID card.

The Madison County Government Vision Plan through United Healthcare is managed through the Safety & Risk Management Department. If you need additional assistance, please contact Penny Dummitt at 296-5516 or Cheryl Reynolds at 296-4566.