## INSTRUCTIONS How to Print Your UHC Vision ID Card

Members must print their Vision ID card through the <u>www.myuhc.com</u> member portal.

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

Home Claims & Accounts Physicians & Facilities Pharmacies & Prescriptions Benefits & Coverage Personal Health Record Health & Wellness

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

## myClaims Manager

Claims & Accounts	
Account Balances	
Claims Summary	
My Claim Payments	
View Statements	
View Claim Letters	
Financial Graph	
Other Claims	
Prescription Claims S+	
Vision Claims S+	
Mental Health Claims S+	

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

Select

Group: UHC Vision Plan: C0324

- 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 I	y 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.