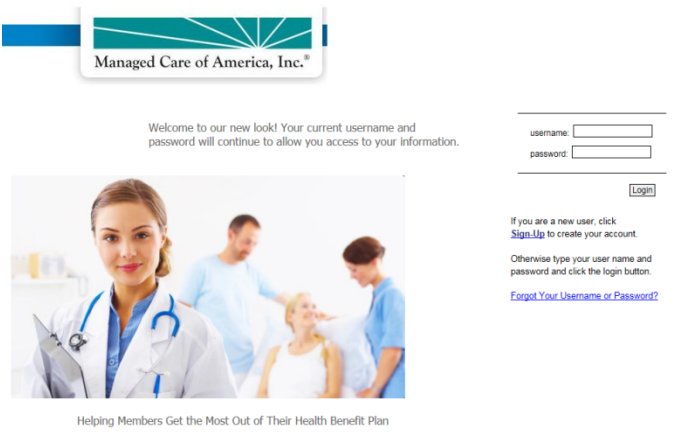




MCA Administrators Inc. is pleased to announce a new and improved self-service online tool. The service is HIPAA compliant concerning patient privacy and gives online access to benefit information and services. Take a minute to sign up and review the exciting online services now available through a desktop device. To sign up for a user account, follow these simple steps.



How do I access this information?

#1 Sign up!

To sign up online, go to:

www.mcoa.com

Click on the green **Members** box and then click **Member Login**. Once on the Login screen, select **Sign-Up** for first time users and to create your account. Read the License Agreement and **Agree** to proceed. Follow the simple instructions to complete the form as it relates to you.

You will need to enter your Date of Birth and Member ID, exactly as it appears on your ID card in order to establish a user account. Click next to continue.

#2 Create your username and password

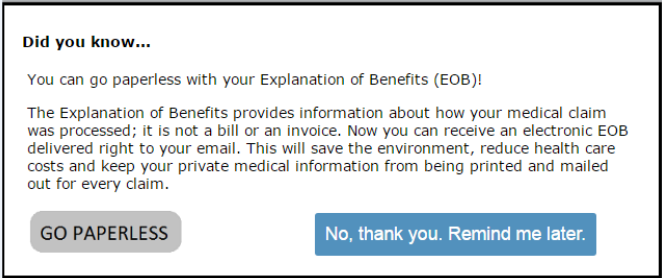
Username must be at least 4 characters in length. **An email address is required.** Passwords must be at least 8 up to 30 characters in length.

Use a username and password that only you will know. Also indicate hint questions and answers, so that your password can be retrieved by you, should you forget it in the future. Click on **Next** to verify your registration.

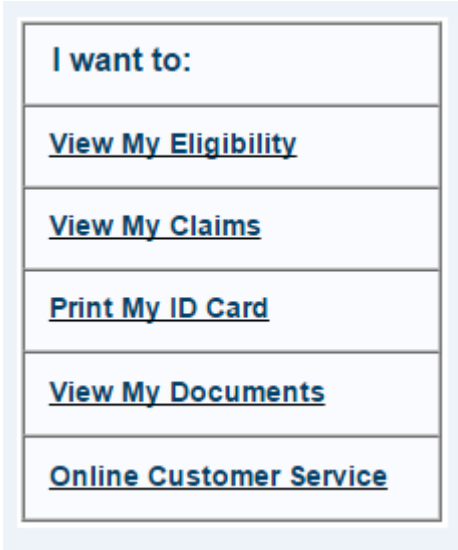
If you need to make any changes, select the **Previous** button and make corrections. If everything is correct, you are done.

#3 Click on *Finish* to complete the Sign-up process.

On your first successful portal login you can take advantage of doing your part to save the environment by signing up for paperless EOBs!



There are Quick Links and a tool bar to help navigate through all your coverage.



Any questions please contact our Customer Service Department at (800.922.4966) option 6