

Individual & Family Plan Brokers



Ordering ID Cards for Your Clients!

Go online and order a Health Net member replacement ID card for your clients. Just follow the simple instructions below.

Christine Webster *Health Net*

- 1 Log in to your broker account at **www.healthnet.com**.
- Once logged in, on the main dashboard page, see the *View Member Coverage* tab.
- Enter your search criteria. (Note: Not all fields must be completed.) Click *Look Up*.

My Dashboard -	View Member Cove	rage
Home > Broker > My Dashboard > M	y Dashboard - View Member Coverage	
MY DASHBOARD Summary information to help you manage your business.	BOOK OF BUSINESS & COMMISSIONS	STATUS & ACTIVITY SALES TOOLS CONTRACTING, CERTIFICATION & SUPPORT
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- The member's information will populate; confirm that this is the correct information.
- **5** To the right you'll see a small example of a member ID card; click *Order ID Card*.

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Member Coverage Information IFP Support Group Support Medicare	Applicants
VIEW CUSTOMER GET COVERAGE COVERAGE INFORMATION DOCUMENTS	
Member Eligibility (Eligibility is current as of last business day.) All information provided herein, including but not limited to benefit information, is subject to change at any time without notice. For the specific terms of coverage, please refer to the Health Net certificate of coverage.	Order Member ID Card You can order ID cards for members who are associated with your account. To order ID Card for member linked on this page click the link below
Eligibility status as of 08/26/2015 Name: Health Plan ID:	
Subscriber SSN:	

 On the next page, select the member(s) whose ID card(s) you would like to request. Click Submit.

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so that we send your ID ca 1. Select Member(s)	2. Current C	Contact Info 👌 3	Confirm Change	4. Confirmation		

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7 The address of the member/dependents will populate. Click *Continue*.

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Member Coverage Information	IFP Support	Group Support	Medicare Applicant	s
SEARCH AGAIN				
VIEW CUSTOMER COVERAGE INFORMATION	GET COVERAGE DOCUMENTS			
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8 Note: There is an option near the continue button that allows you to change/update the address. This function populates a field that directs you to request the update via the normal methods.



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• A second confirmation populates on the next screen. To confirm the order, click *Submit*.

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The card has now been ordered and on its way to the member. Please allow 7 to 10 business days for the member to receive the ID card in the mail.



We are your Health Net.[™]