

## Quick-Start Guide

After registering for MyHumana, here are some helpful resources to reference when visiting the site. Please note, all features may not be available to all members.

1. Delegate MyHumana access to another family member
  - 🏠 MyHumana Home
  - “My Profile” link (top right of the screen)
  - “Manage Access to My Health Information” link
2. Change your e-mail address
  - 🏠 MyHumana Home
  - “My Profile” link (top right of the screen)
  - “Change E-mail Address” link
3. Receive Explanation of Benefits (EOB’s) via e-mail
  - 🏠 MyHumana Home
  - “My Profile” link (top right of the screen)
  - “My Communication Preferences” link
4. Review the details of your coverage
  - 🏠 MyHumana Home
  - “Plans & Coverage” link in main menu area
  - “Details” button at the coverage line
5. Let us know about other health insurance coverage
  - 🏠 MyHumana Home
  - “Plans & Coverage” link in main menu area
  - “Other Health Insurance Coverage” link at the medical coverage line
6. Order an ID card
  - 🏠 MyHumana Home
  - “Plans & Coverage” link in main menu area
  - “Order ID Card” link at the coverage line
7. Check the status of a prescription drug claim
  - 🏠 MyHumana Home
  - “Pharmacy Tools” link from “Doctors & Rx” in the main menu area
  - “Rx Claims” link
8. Check the status of a medical or dental claim
  - 🏠 MyHumana Home
  - “Claims” icon on MyHumana Home
  - Or, “Claims” link from “Claims & Spending” in the main menu area
9. Review progress toward your annual deductible
  - 🏠 MyHumana Home
  - “Plans & Coverage” link in main menu area
  - “Accumulated Benefits” link at the coverage line
10. Review spending account activity
  - 🏠 MyHumana Home
  - “Spending Accounts” link from “Claims & Spending” in the main menu area
  - Select “Account” from drop-down (HSA/PCA/FSA)
  - Click “Account Activity” from left menu
11. Request reimbursement from a spending account
  - 🏠 MyHumana Home
  - “Spending Accounts” link from “Claims & Spending” in the main menu area
  - Select “Account” from drop-down (HSA/PCA/FSA)
  - Click “Request Reimbursement” from left menu
12. Check prescription drug coverage
  - 🏠 MyHumana Home
  - “Pharmacy Tools” link from “Doctors & Rx” in the main menu area
  - “Prescription Benefits” link
13. Review the costs and tier of a prescription drug
  - 🏠 MyHumana Home
  - “Pharmacy Tools” link from “Doctors & Rx” in the main menu area
  - “Drug Pricing” link (search by drug name, condition)
14. Use RightSourceRx<sup>SM</sup> prescription home delivery
  - 🏠 MyHumana Home
  - “Pharmacy Tools” link from “Doctors & Rx” in the main menu area
  - “RightSourceRx Mail-Order” link on the left
15. Compare doctors & hospitals
  - 🏠 MyHumana Home
  - “Doctors & Hospitals” link from “Doctors & Rx” in the main menu area
  - “MyChoice Tools<sup>SM</sup>” link (options to compare doctors, hospitals, and outpatient facilities)