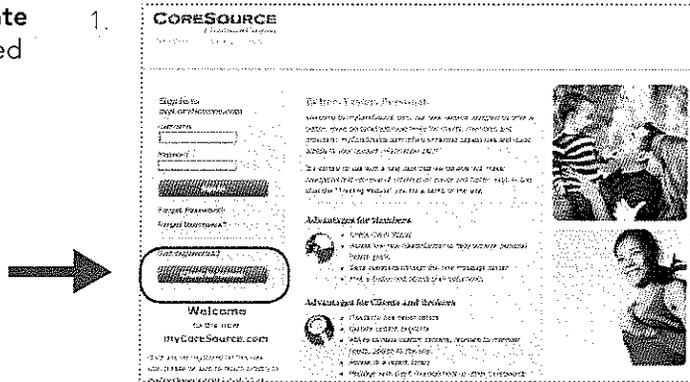# A Member's Guide To Registering on
myCoreSource.com

To register as a member on myCoreSource.com for the first time, you will need to follow these steps:

1. Go to myCoreSource.com and select the **Create an Account** button. Each plan member will need to create their own account.

2. The Account Creation security page is a feature that protects members' important information.
   a. Type the distorted words shown at the top left of the box.
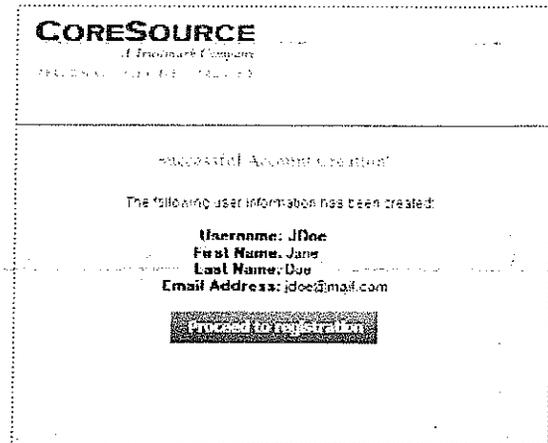   b. Select the **Submit** button.
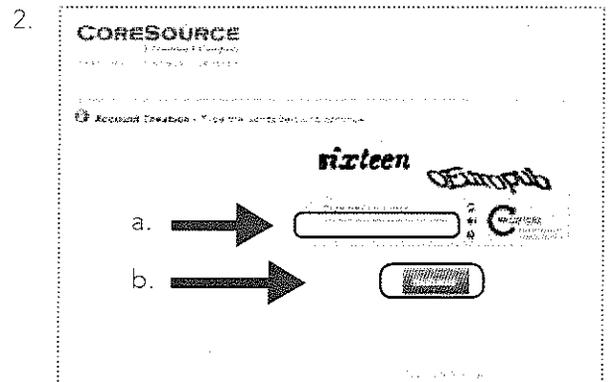
3. Create an account by entering:
   a. A username and password. For an easy transition, we encourage you to use the same username and password that you are currently using, if available. The system will tell you immediately if the user name has already been taken. Usernames must be four or more characters.

   b. Your name and e-mail address where you want to receive myCoreSource.com Message Center communications.

   c. Select and answer three security questions.

   d. Select the **Submit** button.
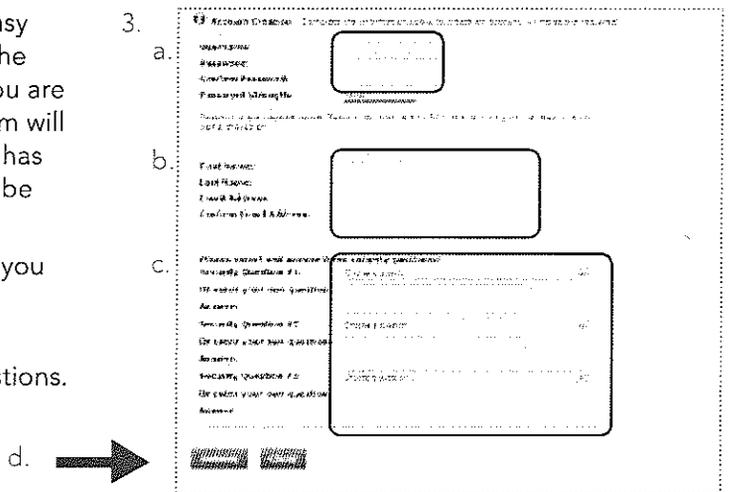
4. The Successful Account Creation notice indicates that a new account has been created. You can print this notice for future reference.

   a. To continue, select the **Proceed to registration** button. (this will take you back to the home screen.)

   b. Login with the username and password you just created.

4.

CORESOURCE
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Successful Account Creation

The following user information has been created:

Username: JDoe
First Name. Jane
Last Name. Doe
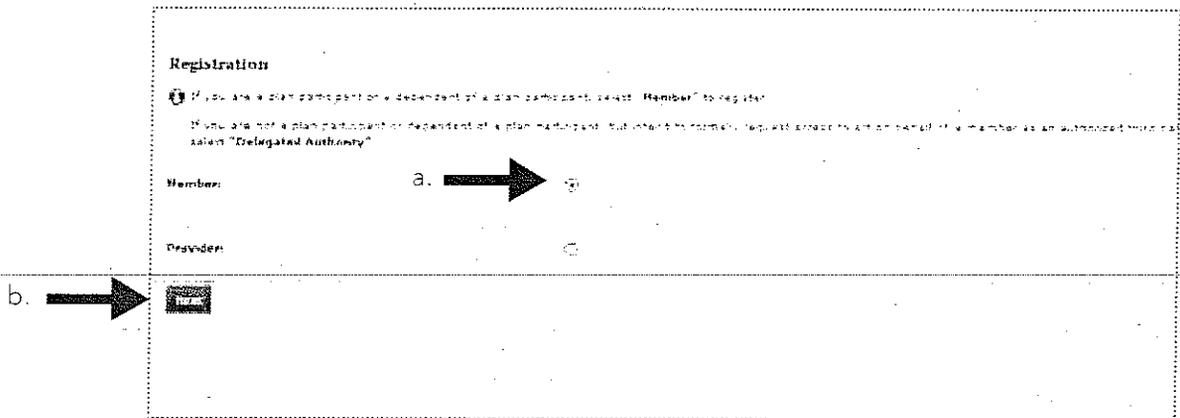**Email Address: jdoe@mail.com**

[Proceed to registration]

Note: If at any time, you forget your username or password, you can select the appropriate link under the login button on the home page, and then follow the prompts.

5. The first time you login as a member (also known as a plan participant) or as a dependent of a plan participant, you will be asked to complete the following steps:

   a. Select the **Member** option.
   b. Select the **Next** button.

Registration

If you are a plan participant or a dependent of a plan participant, select "Member" to register.

If you are not a plan participant or dependent of a plan participant, but intend to maintain, request access to act on behalf of a member as an authorized individual select "Delegated Authority"

Member: a. ➡️ ⊙

Provider: ○

b. ➡️ [Next]

6. Enter your information into the required fields to link your account to your personal information at CoreSource.

   Special Notes:
   - You'll need to enter your information in the same way it is on your ID card (Full name, Member ID, etc.) If you do not have an ID card, enter the Social Security number (without dashes or spaces.)
   - Your employer will notify you if you need a registration code.

7. Select the **Submit** button. (To return to the previous screen, select Cancel.)

Please Remember:

Once you're registered on this new site, please be sure to bookmark it as a favorite, and return directly to **myCoreSource.com** for all future visits.

Complete information on the features and functions of myCoreSource.com is provided in the Members User Guide, available under the "Links" tab once you login.