

Web-Site Login Instructions

Health Benefits

2019

Employee Navigator Website

Employee Navigator is the website used during Open Enrollment or New Hire to sign up for benefit coverage. During the year you may visit this site to confirm your current coverage.

Use this link to access the Employee Navigator Login page.

<https://www.employeenavigator.com>

Click the LOGIN button on the right.

If you do not remember your Login ID, contact Jennie Stockard, HR Manager.

If you have forgotten your password, then click on the "Reset Password" and reset it.

United Healthcare Medical Insurance

Group No. Option 1 High-Deductible Plan 02Y8862

Group No. Option 2 PPO 02Y8866

To setup an account -- click the link

<http://www.myuhc.com>

- Click "Register Now" on left side of screen
- Fill in first name, last name, date of birth and whether you have your Member ID card, Click CONTINUE
- Follow the prompts to continue your registration
- Once registered you can look up coverage information, print another insurance card, look up doctors, etc. The plan is referred to as Heritage Plus.
- If you have trouble registering, email Edwin Selimagic at edvin.selimagic@LBMC.com

HSA Motion Program: (For employees enrolled in the High Deductible Option)

To setup an account – click the link

<http://www.unitedhealthcaremotion.com>

- Click "Sign Up"
 - You can sign up with your Group ID Number or your Social Security Number
 - Complete the requested information and Click SIGN UP

Signup for UHC Newsletter:

Subscribe to *Healthy Mind Healthy Body* newsletter by going to your UHC account at www.myuhc.com and update your Account Settings section.

Virtual Visits:

When you're sick and need care quick, a Virtual Visit is a convenient way to talk to a doctor via mobile device or computer 24/7 for a small co-pay. Visit uhc.com/virtualvisits to get started. You will need your ID card.

United Healthcare Vision Insurance

Group Number (Vision Coverage only)

02Y8138

To setup an account – click the link

<http://www.myuhcvision.com>

- Click “Register Now” on top left side of screen
- Fill in information requested and Click CREATE
- Your Four Digit PIN is the last 4 digits of your Social Security Card
- Once registered you can look up coverage information, print another insurance card, look up doctors, etc. The plan is referred to as **Spectera**.
- If you have trouble registering, email Edvin Selimagic at edvin.selimagic@LBMC.com

NOTE: If an account gets locked, the user will have to call UHC directly to unlock the account at 1-800-638-3120.

Optum H.S.A On-line Account Setup:

You may setup access to your H.S.A. account to track your history and current balance by visiting www.optumbank.com and follow the instructions to register.

FSA On-line Account Setup

You may setup access to your FSA account to track your history and current balance by visiting www.myflexonline.com.

If you have any questions regarding your FSA account or reimbursement claims, contact Terri Mangrum at tmangrum@lbmc.com.

FSA Claim Forms

FSA Reimbursement and Dependent Care Reimbursement Claim forms can be found on the BUMC Staff Portal (<https://www.bumc.net/staffportal>). The password to the portal is BUMC244. Forms can be located under the Human Resource section under Health Benefits. E-mail claims with supporting documentation to claims@lbmc.com.

Delta Dental Insurance

There are two links below. The first is for the main web-site. To setup an account, use the second link title Customer Tool-Kit.

Main web-site address:

www.deltadentaltn.com

Customer Tool-Kit Login Screen:

<http://www.deltadentaltn.com/Individuals/Consumer-Toolkit.aspx>

Registering for Consumer Toolkit

To access the Consumer Toolkit, you first need to register as a user. To get started, you will need the subscriber's (the person whose name is on the benefit package) member ID. The member ID is an assigned number unique to the subscriber. In most cases, the member ID is the same as the subscriber's Social Security number. A few clients have elected to assign a different number for their members; if this is your case, use that assigned number.

Step 1 of 2:

1. Select the **Register here** link on the Consumer Toolkit home page.
2. Enter your *First Name*, *Last Name*, *Date of Birth*, and the **Member ID** in the fields provided.
3. In the *Member Type* field, select *Subscriber* or *Spouse*.
4. Click the **Find Member** button. A message confirming your information has been validated appears. You may now complete Step 2 of the registration process.

Step 2 of 2:

1. Create a *Username*. The username must be at least 6 characters, and can include letters and numbers. Make it easy to remember! If you forget your username, you will need to contact Customer Service.
2. Create a *Password*.
3. Re-type the password in the *Confirm Password* field.
4. Choose your *Secret Question*. If you should forget or lose your password, this will allow you to set up a new one. You may select from the following:
 5. *What is your mother's maiden name?*
 6. *What is your favorite pets name?*
 7. *What state where you born in?*
 8. *What is your favorite color?*
5. Select the **Register** button. The registration process is complete. You will see a message confirming the [user account](#) was created.

Select the *Click to Login* link to sign on to Consumer Toolkit.

Once logged in you can

- Lookup Benefits & Eligibility
- Print ID Card
- Print a Claim Form
- Lookup Dentist on the plan
- Many other options