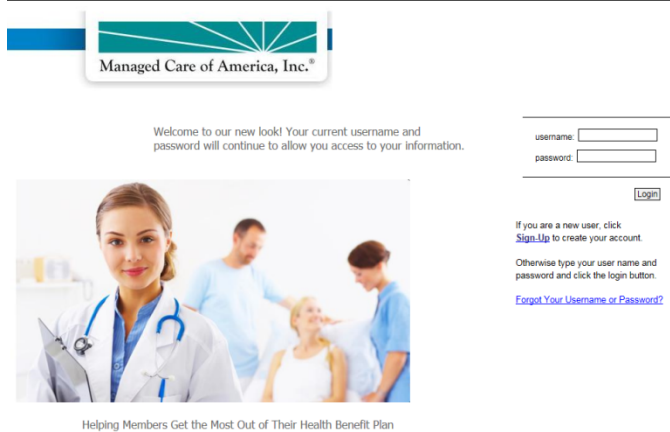




MCA Administrators Inc. is pleased to announce a new and improved self-service online tool. The service is HIPAA compliant concerning patient privacy and gives online access to benefit information and services. Take a minute to sign up and review the exciting online services now available through a desktop 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](http://www.mcoa.com)

You will need to hover over **Members** and then click **Access Benefits**. 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

Usernames 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!

**Did you know...**

You can go paperless with your Explanation of Benefits (EOB)!

The Explanation of Benefits provides information about how your medical claim was processed; it is not a bill or an invoice. Now you can receive an electronic EOB delivered right to your email. This will save the environment, reduce health care costs and keep your private medical information from being printed and mailed out for every claim.

[GO PAPERLESS](#) [No, thank you. Remind me later.](#)

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

**I want to:**

- [View My Eligibility](#)
- [View My Claims](#)
- [Print My ID Card](#)
- [View My Documents](#)
- [Online Customer Service](#)

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