You will need your ID number and email to begin registering to the dedicated Teachers' Retirement Board website at UnitedHealthcare. Please note you should sign up with the information associated with yourself. Spouses or dependents of retired teachers should not register under the retired teacher's information.

- 1. Register with UnitedHealthcare at <u>Home | Connecticut Teachers' Retirement Board (uhc.com)</u>
- 2. Select "Sign in or register" in the top right corner of the page





Already a member? Sign in to look at your plan details

If you're a member of a Group Retiree plan, there's lots you can do when you sign in to your account.

- · Learn about your plan coverage and benefits
- View claims details
- Make a premium payment





3. After click the button, a new page will load offering the option to Sign In or Register. Select "Register Now" next to the Sign in button



- 4. The next window will prompt you to complete the below fields:
 - a. First name
 - b. Last name
 - c. Date of birth
 - d. Zip code
 - e. ID number
- 5. Click Continue once all fields are completed

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	UnitedHealthcare Sign In						
	Image: Constraint of the second s						
	This website uses HealthSafe ID* to help protect the security of your personal health information. Already have a HealthSafe ID? Sign in now > Sign in now > Last name Our Customer Service Advocates are available to assist you. Please call the number on the back of your member ID card (health insurance card) during the listed hours of operation. Date of birth MM/DD/YYYY Zip code Out out out out of the period this number Continue Continue						

- 6. On the next scree you will create a username and password
 - a. Enter the username you would like to use for this site
 - b. Enter the password you would like to use for this site
 - c. Re-enter the password you entered in the previous field
 - d. Enter your e-mail address
 - e. Re-enter your e-mail address
 - f. Select the method you wish United Healthcare's tech support team to contact you if you have trouble logging in or forget your password
 - g. Check the "Remember me" box if you wish for United Healthcare to remember the device you are using to save steps in the future while logging in
 - h. Check the second box to agree to the Terms of Use, Privacy Policy, and Consumer Communications Notice and then click Create my ID



- 7. In the next step you'll need to confirm the information you have entered using one of the 3 choices presented
 - a. Email Me an email will be sent to the email address you provided in the previous screen to confirm your details
 - b. Call Me a phone call will be made to the phone number you provide to verbally confirm your details
 - c. Text Me a text message will be sent to the phone number you provide with a Confirmation Code you will enter on the screen and click submit

UnitedHealthcare	
Only one more step. To help protect your account we must confirm your information before proceeding.	
Select one of the following methods to confirm your information	
Email me Call me* Text me*	
A text message with a confirmation code has been sent to: acc. opt. opt. opt. opt. det Please enter the code from that text message. This code expires 10 minutes from when it was sent.	
Confirmation code	
Submit	
• Need help? • Messaging, voice and data rat Our Customer Service Advocates are available to	es may apply

8. Once confirmation is complete you will be transferred to the home page. This is the screen you will see each time you log into the website and allows you access to your specific benefits, claims, and coverage details.

From the main page you can access a variety of tools such as:

- a. Review your Claims under the Claims button in the top menu
- View & Print copies of your member ID cards in case you lose yours or want a backup
- c. Find a Provider using the lookup tool
- d. Locate a Pharmacy using the lookup tool
- e. Set Your Document Delivery Preferences to receive United Healthcare updates by email, paper, or text
- f. View Plan Documents such as your coverage details and benefits – Note: you can also locate this in the top menu



9. At the bottom of the main page is access to important plan documents such as the Evidence of Coverage and Formulary

Home	Find Care & Costs	Claims	Coverage & Benefits	Pharmacies & Prescriptions	Health & Wellness
Select Prima	ry Care Provider	Find a PCP >		0 000	
Schedule a V	/irtual Visit		Y Select the link to the	Our Available Benefi Benefits Page to view your avai	ts able options for care.
Find And Sa	ve Health Care Providers			View My Benefits	
DEXPlanation of Benefi EOB Search C	ts	Plan Documents & Res View Documents & Resource	sources	Evidence of Coverage View Materials >	
Comprehensive Form View Drug Lists	ulary - Drug List	Health Assessment Take Survey>			

10. The menu along the top of your screen will offer you quick access to important pieces of your plan coverage.





