WASHINGTON COLLEGE
FIRST COLLEGE CHARTERED IN THE NEW NATION

Instructions for Temporary & Duplicate ID Cards For United Health Care

I. Create a United Health Care User Account

a. Go to www.myuhc.com.
b. Select "Register Now."
c. If you do not have your ID Card with your Member Number, you may use your SSN and Group Number to create an account. Select the link that says, "No ID Card?"
d. Enter Name, SSN, Birthrate, and Group Number 716711.

II. Print Temporary ID Cards

a. Once you have created a user account, the screen will display your Name, UHC ID Number and Group Number, in the upper left corner of the screen, as illustrated:

Samuel Connally

Plan Name: Choice
Group#: 0716711
Member#: 999999999

b. To request Temporary ID Cards:

On the upper right side of the screen, there is an icon to request temporary or duplicate ID cards. If you have not received laminated ID Cards in the mail, the likelihood is that your address on file with UHC is not correct. Cards mailed to incorrect addresses are returned to Washington College Human Resources.

1) You should print Temporary ID Cards, but do not request duplicate cards.
2) You should send your correct mailing address to Human Resources.
3) After HR has confirmed that we have uploaded your correct mailing address to UHC, you can request duplicate ID Cards from UHC in the mail.

III. Request Duplicate Laminated ID Cards

a. If you received UHC ID Cards at the correct address, you may request duplicate laminated ID Cards. These will be sent to the same address on file.
b. After you log in to www.myuhc.com, select “Print an ID Card” icon above. Select the 2nd option, **Request ID Cards by Mail for all family members.”**
c. Duplicate ID Cards are typically delivered in a week to 10 days.