

Job Aid – Print a Temporary ID Card

1. As a client user click on Online Enrollment → Member Eligibility Search → Enter member details

2. From Result screen, click on the name of the member. (Member name becomes URL if eligible/active member)

Member Number	Date Of Birth	Member Name	Effective Dates	Subgroup	Benefits	Client Number	Network Name	Paid Through Date	Dentist/Office Name	Dentist Effective Date
		John Doe								

3. From Member Details page → click on Print Temporary ID Card link (highlighted below)

Subgroup	Coverage Level Code	Benefit Effective Date	Termination Date	Paid Through Date	Print Temporary ID Card
Enrollee Only		10/01/2016			Print Temporary ID Card