

## ADVANTAGES TO LOGGING IN

- Reduce your paperwork
- Reduce time on the telephone
- Maximize your productivity
- Find dentists with the most updated search tool
- Access forms
- Obtain the most up-to-date claim and benefit status
- Check eligibility
- Find important information and fun facts about your oral health

## INSTRUCTIONS

To log in to our website, visit [www.healthplex.com](http://www.healthplex.com) and follow these simple instructions.

1. Click on “**Member**”:
  - For **new members**, click on “**Register**” on the right and follow the instructions to create your Username and Password.
  - For **existing members**, enter your Username and Password in the appropriate fields to log in to your account.
  - Usernames and passwords are NOT case sensitive.
  - If you have forgotten your password or you have been locked out of your account after three incorrect attempts, click on “Reset Account” and follow the instructions to reset your password, or you can call Internet Support at 1 888 468 5171.
2. The first screen indicates:
  - The plan to which you belong
  - The provider you have chosen (if applicable)
  - Eligibility dates
  - Eligible dependents
3. To view the most current list of Participating Providers that are available to you, click “**Find Dentists**” under “**Member Options**” on the right side of the screen.
4. To search for a dentist:
  - Choose “**General Practice**”
  - Enter either your Zip Code or City/County and State