



- ✓ **Check your balance and manage your account funds**
- ✓ **View purchases and submit documentation as needed**
- ✓ **Upload a picture of your receipt, and attach to a specific expense**
 - ✓ **Set up direct deposit**

Get started now!

1. Go to: <https://coremgmt.wealthcareportal.com/Page/Home>
2. Click-**Register**
3. Create a Username (between 6 and 12 characters long)
4. **Password Requirements**
 - Password must contain at least 8 characters.
 - A password must contain 3 of the following types of characters:
 - AN UPPER CASE LETTER
 - lower case letter
 - Special character (% , ! , @ @ , etc.)
 - A number
 - A password cannot contain:
 - The same character repeating 3 or more times
 - The word "password"
 - The username
 - Spaces
5. Enter your first and last name along with your email address
6. **Registration Id** can be your card # or **Employer Id which is (STA010)**
7. **Employee id** is your **SS#** (social security) **without dashes**
8. Check the "I accept the terms of use box" then click next and your registration is complete

Easily manage your healthcare benefit account from your cell phone!

Keeping up with your healthcare benefit accounts just got easier. You can now receive real time information and important updates in the palm of your hand – via text message. Simply register your mobile device and start receiving important and highly useful messages to help manage your healthcare benefit account(s).

These messages include:

- Important plan date reminders, such as the last date to submit claims
- Account profile change notifications & confirmations
- Your account balance – you can simply text 'BAL' to 97487 to receive a real time account balance
- And more!

Get started today:

Start receiving text message notifications today. Follow these simple steps to register and enable your mobile device:

1. Login to your online account access portal at <https://coremgmt.wealthcareportal.com/Page/Home>. Click your name at the top right corner, select 'communications settings' in the drop down menu. From there, select add number in the phone registration status section as shown below:

The screenshot displays a web form for phone registration. On the left, there is a text input field labeled 'Email Address' with an envelope icon and a small edit icon. Below it is a section titled 'Phone Registration Status' with a mobile phone icon and a green button labeled '+ ADD NUMBER'. To the right, under the heading 'Carriers include:', there is a grid of 12 carrier logos: at&t, Verizon, Google Voice, U.S. Cellular, metroPCS, Sprint, T-Mobile, Alltel, cricket, boost mobile, Cincinnati Bell, and TRACFONE.

2. Enter your phone number in the 'mobile phone number' field. After reading and accepting the terms and conditions, click 'save.'
3. You will receive a text message prompting you to complete your registration by replying. Simply reply to this message with "Y." Your registration process is now complete, and your mobile device will start receiving text message alerts.

SET UP DIRECT DEPOSIT!

Please do the following if you are open to setting up direct deposit:

1. Please log in online <https://coremgmt.wealthcareportal.com/Page/Home>
2. Scroll to the bottom of your Personal Dashboard to the "Reimbursement Method" box
3. Change from "Check" to "Direct Deposit", and enter your routing and checking account number and save.
4. Once your claims are processed the funds will be deposited within 3 business days.

Alternate method:

- Click on your name in the upper right corner of the portal
- Edit reimbursement method and change to direct deposit
- Enter banking information & save

UPLOAD YOUR CLAIMS!

To expedite receipt of the claim you may want to use one of the following listed options. If you want to continue to mail your claims please be aware that there may be delays.

To submit any claims electronically within the portal:

1. Log into the portal <https://coremgmt.wealthcareportal.com/Page/Home>
2. Scroll down to the middle of your Personal Dashboard to view the "Claim Form" box.
3. Enter the information for your claim and click next.
4. You may now upload or drag and drop a receipt or proof of your claim.
5. Save and exit.

If you are not able to submit your claim via the online portal or by fax to 1-855-673-6714 with a claim form as a cover sheet.

At CORE, the health and well-being of our members, associates, and communities is our top priority. We are committed to being responsive to the needs of our customers and associates as the situation evolves. Please email leila.harris@corehealthbenefits.com if you need assistance or have any questions regarding this notice.

Thank you!



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