

Web Portal Registration Instructions for Members

If you this is your first time logging in:

- Click on the “**Register Now**” link – Located on your Healthcare provider’s Web Portal site.
- You will be taken to a User Agreement page, accept the user agreement.

Registration

Please enter the following information. This is information that is required to verify your Identity.

HealthPlan Online Registration:	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Sex:	<input type="text" value="v"/>
Date of Birth:	<input type="text"/> - <input type="text"/> - <input type="text"/> (mm-dd-yyyy)
Last 4 digits of SSN:	<input type="text"/>
Zip Code:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

- Insert registration information, including your Member ID number found on your insurance card or health insurance invoice.

IMPORTANT! If using a Member ID found on your health insurance invoice to register you will need to add an “01” to the end of your member ID. (Example: #####01)



YOUR HEALTH INSURANCE INVOICE

Billing period: 1/01/2018 to 1/31/2018
Total amount due 1/01/2018: \$ 26.05

Account activity summary as of 12/17/2017

Previous Period

Previous Balance

Payments Received

Past Due Balance

Current Period

Current Amount Due

Total Amount Due
1/01/2018

Member Name	Member, Name
Member ID	22222222
Billing Period	1/01/2018 to 1/31/2018
Invoice No.	0000011111

HOW TO PAY YOUR BILL

Online

- Log in to CCHP Connect using subscriber's Member ID to make a one-time payment by credit or debit card or from your checking or savings account (ACH).

Registration

Please enter the following information. This is information that is required to verify your Identity.

Member ID:	
Member ID: As listed on ID Card	<input type="text" value="2222222201"/>
<input type="button" value="Submit"/>	

- Complete the online registration to begin using the site.
- Click “**Submit**”