



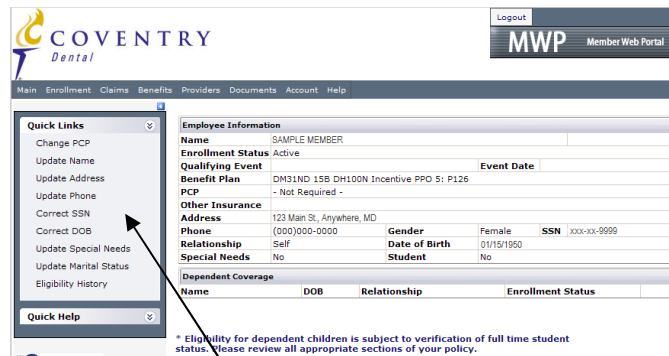
Member Web Portal Member Access



Initial Registration for Member Web Portal

- Once the Group Administrator registers with Member Web Portal, Members can create a user name and password for themselves
- Go to www.cvydental.com
- Click on *Members*
- Click on the Member Login hyperlink
- On the Member Web Portal login page, click on the Register Now hyperlink
- Enter the following information:
 - Group Number
 - Subscriber ID
 - Date of Birth
 - First Name
 - Last Name
 - Email Address
 - User Name
 - Password
 - Retype Password
- Click **Submit**
- On the Login page, enter newly created User Name and Password
- Click **Submit**

Once you have completed the new registration process, you can skip the Register Now step and log into MWP by entering your Member User Name and Password

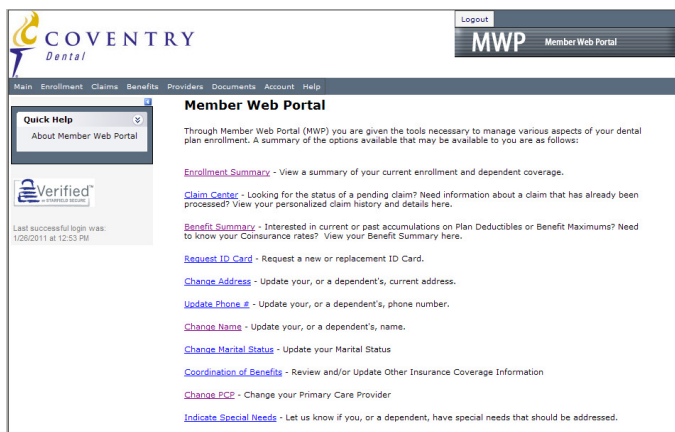


*Use the **Quick Links** menu to update or view information on the Employee Information or Dependent Information Screens*

Use the Claim Center

The Claim Center allows you to view your personalized claim history and details

- Click the Claim Center hyperlink
- Select your or your Dependent's name from the drop down list box to view Claim information
- Enter a date of service range
- Click View Claims
- Click the Detail hyperlink in the View column to see more detailed information about the selected claim



View the Enrollment Summary

The Enrollment Summary allows you to view a summary of your current enrollment and Dependent coverage

- Click on the Enrollment Summary hyperlink
- Use the Detail hyperlink(s) for each Dependent to see their information
- Use the Quick Links menu to view or update* Employee and/or Dependent information

Individual Service	Total Charge	Network Discount	Allowed Amount	Patient Pay	Not Covered	Paid by Plan	Remarks
implant	\$50.00	\$20.00	\$57.00	\$0.00	\$0.00	\$57.00	
panoramic film	\$80.00	\$10.00	\$70.00	\$0.00	\$0.00	\$70.00	
two blowings	\$45.00	\$19.00	\$26.00	\$0.00	\$0.00	\$26.00	
comp oral exam	\$50.00	\$14.00	\$46.00	\$0.00	\$0.00	\$46.00	

View the Benefit Summary*

The Benefit Summary shows you current or past accumulations on Plan Deductibles and/or Benefit Maximums, as well as your Coinsurance levels

- Click the Benefit Summary hyperlink
- Select you or your Dependent's name from the drop down list box to view Benefit information
- Click View Benefit Summary
- Select the appropriate Benefit Plan from the drop down list box
- Click **View Report**
- The Member's benefit history report is displayed

*Note – Some features may not be available based on the configuration of your group.

Member Web Portal Member Access



Find a Provider

Allows the Member to use his/her own, or another starting address to find the closest provider

- From the Providers menu, select 'Find a Provider'
- The Member's home address will populate the location section (this can be changed to another location)
- Select the following to refine your search:
 - Specialty
 - Provider Last Name
 - Office Name
 - City
- Click Begin Search
- A listing of Providers and their Specialty, Address, and Phone Numbers will be displayed

To print a replacement ID card:*

- From the 'Enrollment' menu, select 'Print ID Card Info'
- A sample of the printable ID card is displayed, along with a print dialog box
- Click **Print**
NOTE: The temporary ID card will have the info that your Provider needs to verify benefits. You can use this as a replacement if needed.

Managing Personal Information*

Change Address

Update your, or a Dependent's, current address

Update Phone

Update your, or a Dependent's, phone number

Change Name

Update your, or a Dependent's, name

Change Marital Status

Update your marital status

Coordination of Benefits

Review and/or update Other Insurance Coverage Information

Indicate Special Needs

Let us know if you, or a Dependent, have special needs that should be addressed

Eligibility History

Review current and historic Employee & Dependent Eligibility Spans, Waiting Periods and general information.

	Provider Name/Clinic Name	Specialties / Address	Phone / Distance
Detail	BRUMMER, JOHN JOHN BRUMMER, DDS PA	Orthodontics 6304 KENWOOD AVENUE ; ROSEDALE , MD	(410)866-3630 1 miles
Detail	GREENWALD, RONALD DRS SOLOMON GREENWALD & KYSER	Orthodontics 1103 NORTH POINT BLVD #401 ; BALTIMORE , MD	(410)285-3500 1 miles
Detail	KYSER, KENNETH DRS SOLOMON GREENWALD & KYSER	Orthodontics 1103 NORTH POINT BLVD #401 ; BALTIMORE , MD	(410)285-3500 1 miles
Detail	SOLOMON, HARVEY DRS SOLOMON GREENWALD & KYSER	Orthodontics 1103 NORTH POINT BLVD #401 ; BALTIMORE , MD	(410)285-3500 1 miles
Detail	SWEREN, EDGAR EDGAR SWEREN DDS	Orthodontics 1001 NORTH POINT BOULEVARD ; BALTIMORE , MD	(410)285-7200 1 miles
Detail	WANG, LAWRENCE DRS SOLOMON GREENWALD & KYSER	Orthodontics 1103 NORTH POINT BLVD #401 ; BALTIMORE , MD	(410)285-3500 1 miles
Detail	WILLIAMS, DAVID JEFFREY C MILLER, DDS PA	Orthodontics 7544 BELAIR ROAD ; BALTIMORE , MD	(410)882-9995 3 miles
Detail	MILLER, JEFFREY JEFFREY C MILLER, DDS PA	Orthodontics 7544 BELAIR ROAD ; BALTIMORE , MD	(410)882-9995 3 miles
Detail	ABRAHAM, HEATHER JEFFREY C MILLER, DDS PA	Orthodontics 7544 BELAIR ROAD ; BALTIMORE , MD	(410)882-9995 3 miles
Detail	FIELDS, DAVID LAWRENCE A AMSTERDAM DDS	Orthodontics 1528 COUNTRY RIDGE LANE ; ESSEX , MD	(410)574-1555 3 miles

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[Refine Search](#) [Continue](#)

Viewing Documents

Documents available from this screen include your Certificate of Coverage and Schedule of Benefits.

- From the 'Documents' menu, select 'View'
- The listing of available documents are displayed
- Double click on a document to open

ID Card Services

To Request a new or replacement ID card:

- Click the Request ID Card hyperlink
- The Subscriber's name and address will be displayed
- Click Yes, Send New ID Cards

Forgot your password? Have questions? Please call Customer Service: 1-866-690-4908

*Note – Some features may not be available based on the configuration of your group.