

Instructions for Requesting an Alliedbenefit.com Employee Account Online

Step (1) Go to Allied's home page <http://www.alliedbenefit.com> and click on the link in the Secure Login box called **Plan Members Request a Website Account Online**.



Step (2) Enter all of the required information on the Request Account Information page.

The screenshot shows a web browser window titled "Allied Benefit Systems, Inc. - Request New Account - Microsoft Internet Explorer". The address bar shows the URL: <https://www.alliedbenefit.com/Members/Secure/RequestNewAccount.asp>. The page has a navigation menu with "Home", "Employer Groups", "Plan Members", "Healthcare Providers", and "Brokers & Consultants".

The main content area is titled "REQUEST EMPLOYEE WEB SITE ACCOUNT". It contains the following text: "If you are an active **employee** of a group that has web site access with Allied Benefit Systems, you can submit this form to request a web site account. The information you enter on this form must exactly match the account information in our system. Your group number is located in the upper right corner of your ID card." Below this, it says: "In order to receive a web site account, you must have medical, dental or flex coverage with Allied Benefit Systems. **All fields are required.**"

The form fields are: "First Name", "Last Name", "Group Number", "Social Security # (no dashes)", "Date of Birth (mm/dd/yyyy)", "E-mail Address", and "Confirm e-mail Address". There are "Submit Request" and "Clear Form" buttons at the bottom.

Two yellow callout boxes with black borders provide instructions:

- The first box, located on the right side, says: "Step (2) Enter all of the required information here." An arrow points from this box to the form fields.
- The second box, located at the bottom right, says: "Step (3) Submit your request. You will receive your account number and password by e-mail after a few minutes." An arrow points from this box to the "Submit Request" button.

On the left side of the page, there are sections for "SECURE LOGIN" (with "Account Number" and "Password" fields), "QUICKLINKS", "ALLIED PROVIDERS", "PLAN MEMBERS", and "TOOLS & RESOURCES".

Step (3) Click the **Submit Request** button to submit your request.