



# A Member's Guide To Registering on myCoreSource.com

To register as a member on myCoreSource.com for the first time, you will need to follow these steps:

1.

## Create an Account

Go to [myCoreSource.com](http://myCoreSource.com) and select the **Create My Account** button in the "I am a Participant" box. Each plan member will need to create their own account.



**Note:** If at any time, you forget your username or password, you can select the appropriate link under the login button on the home page, and then follow the prompts.

# 2.

## Activation

- a. Enter the required fields with information from your ID card.
- b. Click **Next**.

- a. →
- b. →

# 3.

## Provide Your Consent

- a. Click "I agree" to accept the consent to electronic signatures and communications and terms and conditions.

- a. →

## Contact Information

Enter your contact information in the fields below. You must enter your email address and at least one phone number.

# 4.

The screenshot shows the 'COMMUNICATION' section of the CORESOURCE portal. At the top, there are navigation icons for Home, Profile, Security, and Favorites. The main heading is 'COMMUNICATION'. Below it, a sub-heading reads 'Enter your contact information. You must enter your email address and at least one phone number.' There are three input fields: 'Email Address', 'Mobile Phone', and 'Alternate Phone'. Below these fields is a section titled 'Would you like to receive electronic communications?' with two radio button options: 'Yes, please send me texts and automated calls...' and 'No, I would not like to receive electronic communications at this time.' A green 'Next' button is located at the bottom left of the form.

## Verification

- Click "Start" next to the communication method you would like to verify and a code will be sent to the email address or mobile phone number you provided.
- Enter the verification code in the indicated field.
- Click "Next" to continue

# 5.

a. →

The screenshot shows the 'VERIFICATION' section. A message states: 'We will need to verify your information before continuing. Select ONE method below to verify. A code will be sent to the email address or mobile phone number you provided.' There are two input fields: 'Email Address' and 'Mobile Phone'. Each field has a green 'Start' button to its right. The 'Mobile Phone' field contains the number '000-000-1212'. The 'Next' button from the previous step is now disabled.

b. →

The screenshot shows the 'VERIFICATION' section. A message states: 'We will need to verify your information before continuing. Select ONE method below to verify. A code will be sent to the email address or mobile phone number you provided.' Below this, a blue box contains the instruction: 'Please enter the verification code that has been sent to your Mobile Phone in the field below.' There are three input fields: 'Email Address', 'Mobile Phone', and 'Verification Code'. Each field has a green 'Start' button to its right. The 'Mobile Phone' field contains '000-000-1212'. The 'Next' button is still disabled.

c. →

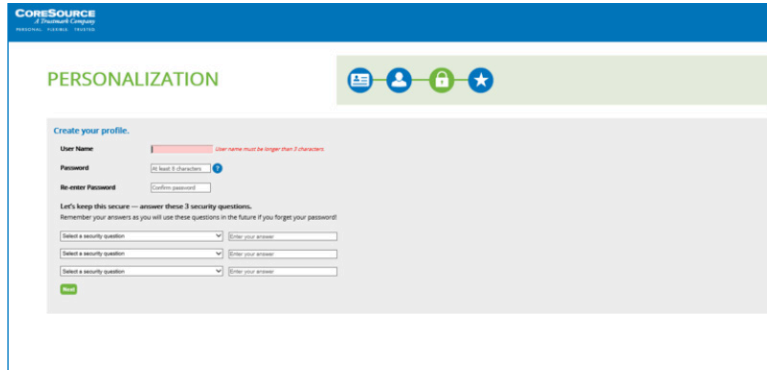
The screenshot shows the 'VERIFICATION' section. A green success message reads: '✓ Your code is correct! Click the "Next" below to continue.' Below this, there are three input fields: 'Email Address', 'Mobile Phone', and 'Verification Code'. Each field has a green 'Next' button to its right. The 'Next' button from the previous step is now disabled.

# 6.

## Personalization

- a. Create your profile by choosing a user name and password. Answer three security questions and click "Next."

a. 



Once you're registered on this site, please be sure to bookmark it as a favorite, and return directly to [myCoreSource.com](http://myCoreSource.com) for all future visits.

Expect **more.** *Benefit more.*

SERVICE  VALUE  FLEXIBILITY  EXPERTISE  ENGAGEMENT 

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