

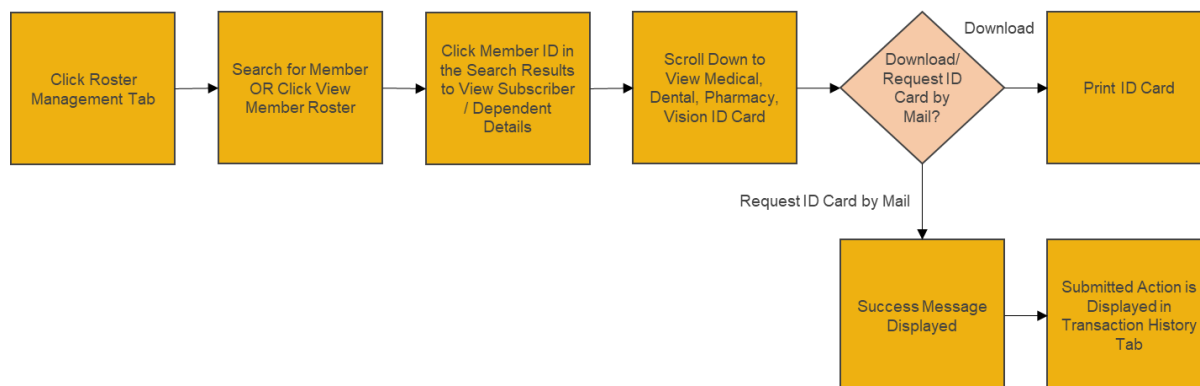
View, Download & Request ID Cards

Quick Reference Guide (QRG)



Employer Portal – Roster Management

This Quick Reference Guide (QRG) will provide an overview on the process of viewing, downloading, and requesting ID cards.



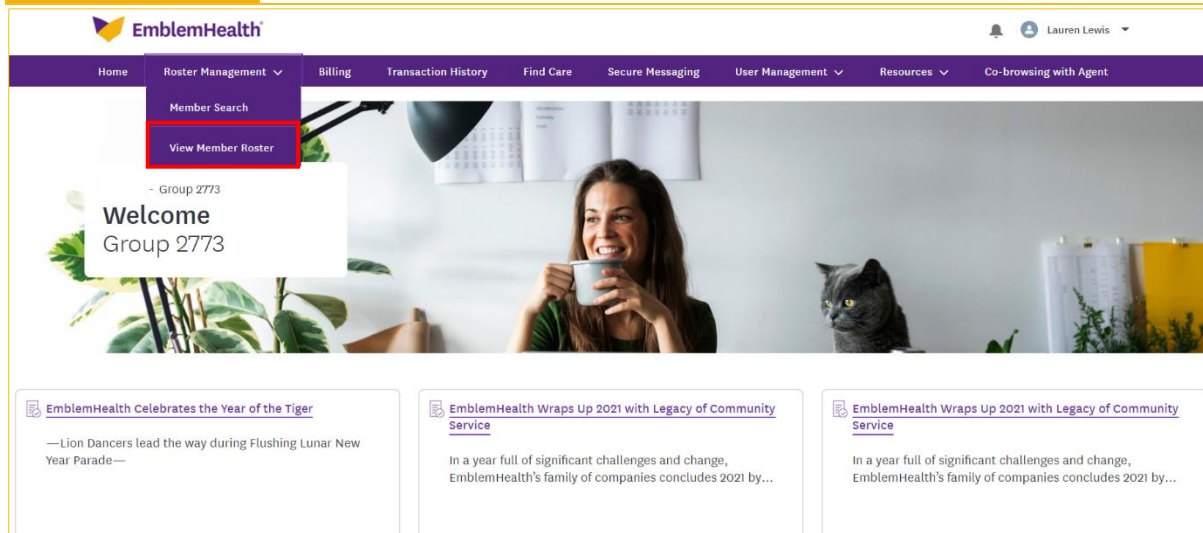
Let us look at the steps in detail for viewing, downloading, and requesting ID cards.

Purpose: To view, download and request ID cards.
Please note that ID card options such as medical, dental vision or pharmacy will be displayed based on the membership plan.



Step 1:

1. From the **EmblemHealth Home** page, select the **Roster Management** drop-down.
2. From the drop-down menu, select **View Member Roster**.





Step 2:

The **Member Roster** screen displays.
1. Click the relevant **Member ID**.

Member Roster

Search By Member Status
 None Subgroup ID Subgroup Name All

Subscriber Only Future Effective Search Reset Search

Exporting search results will show more details for each member. Export Member Roster

Subgroup ID	Class ID	Member ID	Member Name	Date of Birth	SSN	Gender	Relationship to Subscriber	Coverage Start Date	Termination Date	Original Effective Date	Status
1001	1001	K8049400001	ALEX, LAWREN HAROLD	01/31/1954	XXX-XX-7785	Male	Subscriber	01/01/2020	-	01/01/2019	Active
1001	1001	K8049400002	ALEX -, MARC	11/30/2021	XXX-XX-4267	Female	Daughter	01/01/2020	-	01/01/2019	Active



Step 3:

The **Subscriber Details** screen displays.
Note: For this example, we are considering Medical ID Card.
 1. Scroll down and click **Medical ID Card**.

- GROUP 2773

Subscriber Details

1001 - GROUP 2773

[Subscriber Actions](#)

Status Active	Termination Date -	Member Name LAWREN HAROLD ALEX	Member ID K8049400001
Address 461 Cherry, New York, NY, 10027	Email -	Mobile Phone Number -	DOB 01/31/1954
Marital Status Married	SSN XXX-XX-7785	Gender Male	Referral Required No

Member Information

Race -	Ethnicity Not Assigned	Language Preference -	Home Phone (641) 384-8588
Work Phone -	Group ID -	Subgroup Name Group 2773	Subgroup ID 1001
Original Effective Date 01/01/2019	Relationship to Insured Subscriber		
PCP Name -	PCP ID -	PCP Effective Date -	
Disability Status No	Disability Type -	Disability Termination Date -	
Medicare Id	Medicare Part A Effective Date/End Date	Medicare Part B Effective Date/End Date	Medicare Accretion Date

Plan ▼

Stop Age Riders ▼

Additional Insurance ▼

Medical ID Card ▼

Dental ID Card ▼

Pharmacy ID Card ▼

Vision ID Card ▼

Dependents ▼

[Ask A Question](#)




Step 4:

Medical ID Card displays.

1. Click **Request ID card by mail** to send a copy of the ID card to member's registered mailing address.

Note: Success message displays. Member will get a copy of the ID card within 10 days.

Medical ID Card

**EmblemHealth** MEDICAL

Member Name	LAWREN HAROLD ALEX
Member ID	K8049400001
Coverage Effective Date	01/01/2020
Plan Name	EMBLEMHEALTH PPO

Rx Bin Number: 013865	PCN: N/A
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Customer Service Number: 1-800-447-8255	Contact Us: https://www.emblemhealth.com/contact
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[Print ID Card](#)

[Request ID card by mail](#)

For the best experience, open PDF Images in Google Chrome or Microsoft Edge.

Medical ID Card

 An ID card has been requested for this member. Please allow up to 10 business days for the ID card to arrive at the mailing address we have on file for this member. There may be times when technical issues could prevent tasks from being completed. We thank you for your patience in these instances. Please see the transaction history page to confirm the initiation and status of your portal transactions. EmblemHealth takes no responsibility for, and is not liable for, the portal being temporarily unavailable due to technical issues.




Step 5:

1. Click **Print ID Card** to download or print an ID card.

Note: The ID card is downloaded as PDF document.

Medical ID Card

**EmblemHealth** MEDICAL

Member Name	LAWREN HAROLD ALEX
Member ID	K8049400001
Coverage Effective Date	01/01/2020
Plan Name	EMBLEMHEALTH PPO

Rx Bin Number: 013865	PCN: N/A
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Customer Service Number: 1-800-447-8255	Contact Us: https://www.emblemhealth.com/contact
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[Print ID Card](#)

[Request ID card by mail](#)

For the best experience, open PDF Images in Google Chrome or Microsoft Edge.



Step 6:

1. Click the PDF to view the ID card.
2. Click Download/Print icons to save and print the ID card.

EmblemHealth		M
Member Name	LAWREN HAROLD ALEX	
Member ID	K8048400001	
Coverage Effective Date	01/01/2020	
Plan Name	EMBLEMHEALTH PPO	
Rx Bin Number: 013865	PCN: N/A	
Customer Service Number: 1-800-447-8255	Contact Us: https://www.emblemhealth.com/contact	

Thank
You

