## **Steps to Print Your Portico Health ID Card**

Follow these steps to access your ID card online for use until your actual card arrives by mail.

1 Sign in to <u>myPortico.PorticoBenefits.org</u>.

 2 From your Home page, scroll down to the Health Coverage tile. Click on the drop-down button to access the menu of options.



Benefit Services | A Ministry of the ELCA

3 When the menu appears, click on Care Coordinators.

We will call

View ID Card

4 You'll be brought to the Quantum Health Care Coordinators landing page. At the top right corner of the landing page, find the green View ID Card button and click on it.

- 5 From the View ID Card pop-up screen, click on the Print button.
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- 6 From the Print pop-up screen:
  - a. Select or confirm the **destination printer** at the top of the list of settings to the right, as well as confirming any other **print setting options** such as number of copies, layout, or color scheme.
  - b. Click on the blue **Print** button.



Have questions or need assistance? Call a Quantum Health Care Coordinator at **877.851.5656**, Monday - Friday 7:30 a.m. - 9 p.m. (Central).

