

Group Participants Registration/Use

Please Note:

To register in the Client Portal, you must know your group number. Your group number may be obtained from the **Group Administrator**.

How To Register

Go to: my.mwadmin.com/Register/InsertYourGroupNumberHere

Step 1

1. Choose a **Username**
2. Provide a valid **Email Address**
3. Create a **Password**
4. Enter your **Last Name**
5. Enter your **Date of Birth**
6. Enter either the **Smart ID** found on your **ID Card**, or the *last four* digits of your **Social Security Number**

Click the “Continue to next step” button to continue to the Dashboard

Step 2

1. **Confirm the spelling** of each covered family member’s **name**. This should match what your provider has on **file**.
2. Confirm your mailing **Address**
3. Send corrections to your group’s **Plan Administrator**

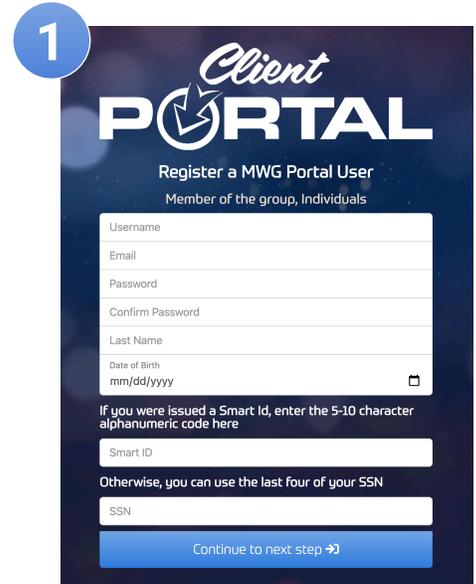
View Completed Claims

[View Claims Information](#)

To view or download your completed claims, click the “*View Claims Information*” button. You can sort claims by “*Type*” or “*Date Range*” to help locate a specific claim. For each completed claim, you will be able to view the **E.O.B.** (Explanation of Benefits) and download the document.

The Dashboard will also allow you to view your Premium Saver medical plan, personal information, dependents, group information, and completed claims.

Click the “*Documents & Forms*” dropdown to view the **PHI Authorization** form and the **How to File a Claim** form.



1

Client
PORTAL

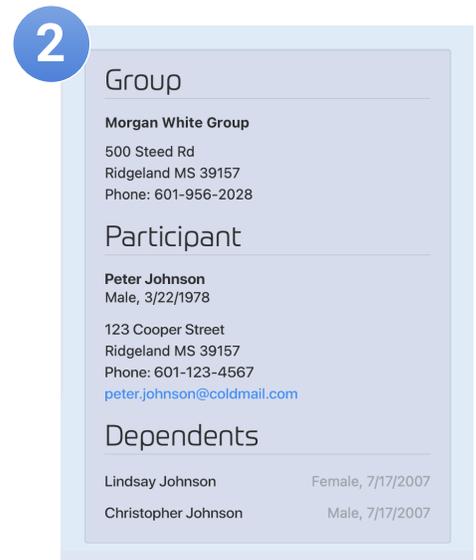
Register a MWG Portal User
Member of the group, Individuals

Username
Email
Password
Confirm Password
Last Name
Date of Birth
mm/dd/yyyy

If you were issued a Smart Id, enter the 5-10 character alphanumeric code here
Smart ID

Otherwise, you can use the last four of your SSN
SSN

Continue to next step →



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Group

Morgan White Group
500 Steed Rd
Ridgeland MS 39157
Phone: 601-956-2028

Participant

Peter Johnson
Male, 3/22/1978
123 Cooper Street
Ridgeland MS 39157
Phone: 601-123-4567
peter.johnson@coldmail.com

Dependents

Lindsay Johnson Female, 7/17/2007
Christopher Johnson Male, 7/17/2007