# **ONLINE ACCESS** WEBSITE REGISTRATION INSTRUCTIONS

- $\mathbf{\overline{\mathbf{N}}}$ **Streamlined navigation**
- $\mathbf{\overline{\mathbf{M}}}$ Easy-access log-in website portals & app
- $\mathbf{\overline{\mathbf{M}}}$ **Real-time administrative processing**
- $\mathbf{\Lambda}$ **Communication with your service team**
- Intuitive and user-friendly design  $\mathbf{\overline{\mathbf{N}}}$
- Seamless integration between web portal, app & claims system  $\mathbf{\overline{\mathbf{N}}}$
- 24/7 self-service tools  $\mathbf{\Lambda}$

### Member Registration at www.jpfarley.com

First time website portal users will need to register to obtain access to J.P. Farley's secure website portal using their unique registration code. To register employees and their family members over the age of 18 will need to follow the following steps.

- Visit www.jpfarley.com. Click "Login" at the top right-hand corner of the web page. 1.
- 2. **Register using your unique registration code.** Select the "Click here to register and/or enroll" option on the Gateway Welcome page. Select the "Member" portal type and complete your personally known information (Last 4 digits of Social Security Number and Date of Birth). Next enter your unique registration code. Registration codes are available by contacting J.P. Farley's service team and verifying your identity. Create a Username that you will remember, enter your *Email Address* and set your *Password* before pressing Submit. You will receive an onscreen confirmation that your Username has been created.
- 3. Check your email for your Registration Confirmation. (Check your junk folder if you do not receive it.) Click the link in the email and proceed to login by following the onscreen prompts.
- Login: Enter your Username and Password and then hit submit. You will receive a Login was successful message 4. your screen as your personal Member Portal loads for your use. Your portal will display your available PODs, Menus and Help features, etc. Please note the site works best in newer browsers.

## Download the J.P. Farley Mobile App for added convenience.

Available for both Android and Apple products.



Q J.P. FARLEY







## JPFARLEY.COM WEBSITE OVERVIEW



#### Home

Employee Information (1) provides member and plan information detail. Additional details are available via hyperlinks under the plan name and networks. Family Information (2) provides details regarding your family and dependents. Note: Each family member over the age of 18 will register separately on the website and must grant other family members access to view their claim information.

Recent Claims (3) provides details regarding recent claims. The claim ID hyperlinks to the explanation of benefits for each claim.

Employee Resources (4) contains links and plan documents.

#### **Claims**

Accumulators (5) provides a record of total expenses that apply to the deductible and out-of-pocket maximum.

Claims (6) provides access to member detail regarding claims including the claim status and payment status. The claims ID for each claim hyperlinks to a downloadable explanation of benefits (7).



	RPORATION	Claims					(	5)					0
ne of bold here in the first of the first	laims	Accumulators      Total of represent the traph to your deductifies and new efforcitives moments.											
	ada	Lamour 02 -	Rachel	• ~		Medical (Medical Plan)		· but		01-01-20 to 12-31-20			
	emp ID Card	Member Totals											
Numerical control	reste a Request	Member Totals				-							
Non- series	Nessage Center				-	-				-		001	-
ord         944 0         964 0         964 0         964 0         960 0         9		42 Carlyover		568: 22		50.00		5681.03		\$5.00	80.00		30.00
Mr.         DODAR         D		Loved		\$681.03		\$0.00		\$681 D2		\$0.00	\$0.50		58.00
Image         1,12.14         1,00.09         1,12.14         1,00.09         1,00.00		Mzx.		\$2,500.00		\$5,000.00		\$7,500.00		\$2,500.00	\$5,000.00		\$7,500,00
Notice in the second of the s		Remaining		61,127.94		\$5,800.00		\$6,137.94		82,500.00	\$5,000.00		57,500.00
Name         Name <t< td=""><td colspan="12">Family Totals</td></t<>		Family Totals											
No						-					rate grower		
40 Caymer         1,100 / M         <				(second		0000		19.		-()ml	100		764-
Link         2,729.0         6,1423         3,141.01         6001         5001         5000         5000           Nu         2,500.00         24,000.00         24,000.00         21,000.00         71,000.00		4Q Carryover	S.11		\$1,707.40		\$4,150,61			50.00	\$0.06		50.00
Mx         1500-00         15		Silied		\$1,707.40		82,443.21	2,443.23 54,152.61			50.00 50.00		50.00	50,00
Immunity         1,38.23         1,13.13         1,447.71         1,50.04         1,100.00         11,100.00           O         Color		Max		\$5,000.00		810,000,00	/00 015:000:00			05,000.00	100 810,000 BH		615,000,00
€         €           Construction         Chair Open and chaires production of the following producting production of the following producting producting pro		Renalming		\$1,585.20		10,112.58	å 56,698,78			\$5,000.00 \$10,000.00		90.00	\$15,000.00
Operation         Description           Class Bit         Class Bit         Description           Class Bit         Class Bit         Description           0 000148222000         Institutional         Payerial         Distributional         Nonext Harris           0 000148222000         Institutional         Payerial         Distributional         Nonext Harris         Distributional         Nonext Harris           0 000148222000         Institutional         Payerial         Distributional         Payerial         Distributional         Nonext Harris         Distributional         Office         Distributional         Distributional <td></td> <td colspan="12">● (6) ⊙ Cláims</td>		● (6) ⊙ Cláims											
x         0000147220000         traiting indicational         Payable         Paid         0011422         040212         Richard         16000014220000         Richard         16000014220000         Richard         16000014220000         Richard         16000014220000         Richard         16000014200000         Richard         16000014200000         Richard         16000014200000         Richard         16000014200000         Richard         16000014200000         Richard         Claimer M 2010         Richard M 2010		Com D	(former protocol prot	Carry Stanut	Papuri Sahat	Record 1	Sic Irea	Six: Thyl	Tibat hannsi.	Luit Nama	Trypic	New Sec.	ma.t
b         D000118230000         mattitudi         Prystelli         Prist         D0114201           i         0000148230000         Prytestini         Prist         000014820000         Prytestini         Prist         D00014820000         Prytestini         Dometry Priston         Priston </td <td rowspan="7"></td> <td>× 00001492320000</td> <td>institutional</td> <td>Paratile</td> <td>Paid</td> <td>03/14/20</td> <td>04/02/20</td> <td>04/08/25</td> <td>Rachel</td> <td></td> <td></td> <td>MEMORIAL NEAR</td> <td>99 Z18.41</td>		× 00001492320000	institutional	Paratile	Paid	03/14/20	04/02/20	04/08/25	Rachel			MEMORIAL NEAR	99 Z18.41
•         0000148213000         Predesional         Predesi         00021420         Different Predesional         College (* 2000)         College (* 2000) </td <td>6 D000149232000</td> <td>Institutional</td> <td>Payeble</td> <td>Paid</td> <td>03/14/20</td> <td>1</td> <td>Shering</td> <td>a lolomation</td> <td></td> <td></td> <td>Plan Infor</td> <td>naboa.</td>		6 D000149232000	Institutional	Payeble	Paid	03/14/20	1	Shering	a lolomation			Plan Infor	naboa.
-         0000140150001         Physicile         Paul         02014201         Emethydel@pousor         Claime P         6.66600         Paymeth Busicile           -         0000140150001         Physicile         Paul         10215201         Bensing Physicile		0000146010000	Professional	Duratile	Pairl	10104/00		Palacter Places			Califination (12)	Guern medi	Claim Chieve
•         2000/14/21/0001         Projektion         Projektion         Projektion         Service if Provider:         Dorbino for the provider in the provider				Tapate Table			Employel/Spaniar				Claum # Co-Pay:	68869	Réceived
COUNTRESISCOU Professional Regular Paid (2019):05     Countrest:     Countre		· 00001480130001	erpetsional	+ arable	100	021/24/20	Siervicon	Provider			Colimanation	\$0.00	Entered
		+ 00001482150000	Professional	Payable Paid		02/09/20		Pier			Non Covered	30.00	Part 7
D000149360000 Professional Psydder 2xe4 01/27/25     ADU     Total Martiell Responsibility     ADU     Total Martiell Responsibility     ADU     Total Martiell Responsibility     ADU     Total Martiell Responsibility		<ul> <li>00001460130000.</li> </ul>	Professional	Denied	Paid	02/02/20		100					Expenses
Service Dates, Service Provided Biology Alaneed, Decoding		F 00001462460000	Professional	Payable	Paid	01/27/20					-	Total Manifest 6	ADJ N
Service Dates Service Provided Billed Allowed Oncore (OPP)											-	Total Republic	compression.

(7)

BENEFIT HAS BEEN COM

\$4.08

RDINATED WITH MEDICARE



#### Info

Other Insurance gives details regarding coordination of benefits information (8). PCP Details and premium details provided, if applicable.

#### **Temp ID Card**

Open a temporary ID Card (9). Since the card will be accessed in a new browser window the popup blocker must be turned off to access ID card.

#### **Create a Request**

Choose from the options provide and follow the screen prompts to submit updates to your record (10).

#### **Message Center**

Messaging shows all communication between the member and plan administrator. Click "new thread" (11) to contact J.P. Farley's help desk for a response during business hours. Announcements (12) will be viewable, if applicable. Requests (13) provides members a record of their request history.

#### **My Account**

The person icon (14) provides member card information including

the subscriber ID. Click "manage account" (15) to open the User Profile (16) in order to choose what family members can access your health information and update website password or email address.

#### Help

Access additional descriptions and information to assist in navigating the web portal.







Jeffre

Ð