

## ABC, Inc Website Access Instructions

The MSAS website will enable you to view Claims Information and Coverage Verification.

**Note:** If have any questions or experience a problem during the registration process, please contact MSAS for assistance at 866-471-7030.

### FIRST TIME MSAS WEB USERS

Go to MyMSAS website:

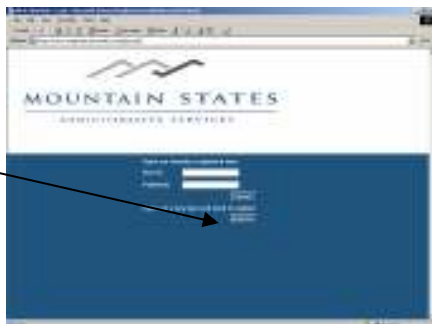
1. Type <http://www.mysas.com> into web address line.
2. Click on "My MSAS Online LOGIN" icon.



### Register

1. Click on Register

(If you have registered before, please do not try to register again. Contact MSAS if you have forgotten your User ID and/or password.)



2. Fill in:
  - User Type
  - Group Number **ABC01**
  - First Name
  - Last Name
  - Date of Birth
  - Gender



3. Click **Next**.

4. Set up your Username and Password. **Write down this information. You will use your Username and Password to access the website in the future.**

**Note:** Blue Diamonds indicate required fields. You do not have to supply information where there is no blue diamond.

**IMPORTANT:** If you do not see a blue diamond beside Address Line 1, hit the back button and make sure that your name is typed as it appears on your ID Card. If you still do not see the blue diamond, please contact MSAS for assistance.



5. Click **Next**.

### Welcome Page

#### Menu Items:

- Change Password
  - Allows you to change your MSAS website password.
- My Profile
  - This user profile is for website information only.



**If you have a change of name or address, contact your Human Resources representative immediately. THIS PROFILE DOES NOT UPDATE YOUR PERSONAL INFORMATION FOR ABC, INC.**

- Claims Inquiry
  - Conduct claims inquiries for yourself and your dependents.
- Coverage Verification
  - View your current coverage.
- Cafeteria Plan (Flexible Spending Account)
  - View detailed Flexible Spending Account information.
- Help
  - Research questions you may have regarding the MSAS website.