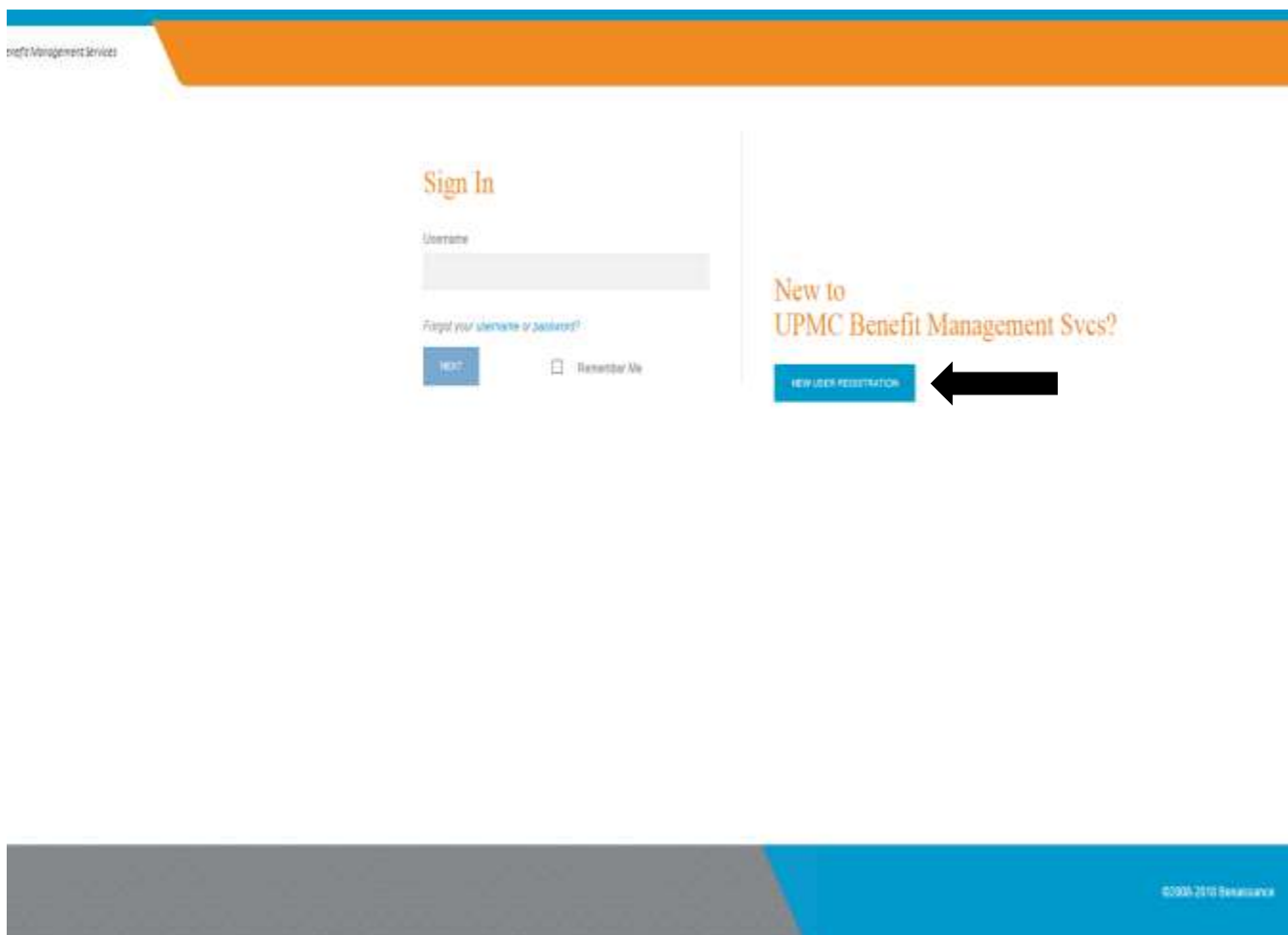


# COBRApoint Member Portal Instructions:

## First Time Member Portal Registration:

Navigate to: <https://cobra-retiree.upmc.com/> and click on the NEW USER link and follow the registration process below. You will be asked to supply a second piece of identification which will be their social security (SSN) number. Your election package will contain a unique registration number.

1. Once you navigate to: <https://cobra-retiree.upmc.com/> you will see the below screen. You will then need to click on New User Registration on the right-hand side.



2. Once the New User Registration box is clicked on you will automatically be taken to the below New Registration screen:

NEW USER >

- 1 REGISTRATION INFO
- 2 LICENSE AGREEMENT
- 3 CREATE ACCOUNT

## New Registration

In order to register you will need the registration code assigned to you. If you are eligible a letter was sent to you via the United States Postal Service ®

Registration Code

Required



3. On the New Registration Screen you will enter your unique registration number  
Once the registration code is verified, the Social Security Box will pull up and you will enter your SSN and click on Submit Registration.

NEW USER >

- 1 REGISTRATION INFO
- 2 LICENSE AGREEMENT
- 3 CREATE ACCOUNT

## New Registration

In order to register you will need the registration code assigned to you. If you are eligible a letter was sent to you via the United States Postal Service ®

Registration Code

Required

Company ⓘ

Demo Client  
City, Demo Client

Social Security Number

Required

By entering the information requested above and by continuing the registration process, you certify that you are the named addressee of the letter which provided you with the registration code you entered on the previous page or a person legally authorized to act on behalf of the named addressee. Information contained in this website is confidential and may be subject to protection under the law, including the Health Insurance Portability and Accountability Act (HIPAA). If you are not the named addressee or authorized to act on behalf of the person, you are hereby notified that any further use of this website is strictly prohibited and may subject you to criminal or civil penalties.

- The New User License Agreement Screen will automatically pull up and click the I accept box and click submit.

**NEW USER** >

- ✓ REGISTRATION INFO
- 2. LICENSE AGREEMENT
- 3. CREATE ACCOUNT

### New User License Agreement

PLEASE READ THIS AGREEMENT CAREFULLY. IT GOVERNS YOUR ACCESS TO AND USE OF THE COBRAPoint website and the services and materials provided on the COBRAPoint Website (collectively "COBRAPoint").

**NEW COBRAPoint User Agreement**

**WEX HEALTH CLOUD USER AGREEMENT**

PLEASE READ THIS AGREEMENT CAREFULLY. IT GOVERNS YOUR ACCESS TO AND USE OF THE WEX Health Cloud. The Application website and the services and materials provided on the WEX Health Cloud Application (collectively, the "Application").

BY SELECTING "I ACCEPT" OR BY ACCESSING THE APPLICATION, YOU AGREE TO THE TERMS, CONDITIONS AND LIMITATIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO BE BOUND BY ALL OF THESE TERMS, CONDITIONS AND LIMITATIONS OF THIS AGREEMENT, YOU MUST PROMPTLY CEASE ALL USE OF COBRAPoint.

**I Accept**

BY SELECTING "I ACCEPT" OR BY ACCESSING COBRAPoint, YOU AGREE TO THE TERMS, CONDITIONS AND LIMITATIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO BE BOUND BY ALL OF THESE TERMS, CONDITIONS AND LIMITATIONS OF THIS AGREEMENT, YOU MUST PROMPTLY CEASE ALL USE OF COBRAPoint.

Required

**SUBMIT** **CANCEL**

- The Portal Username and Password screen will pull up and you will need to fill in the required boxes and click Submit & Create Account.

**NEW USER** >

- ✓ REGISTRATION INFO
- ✓ LICENSE AGREEMENT
- 3. CREATE ACCOUNT

### Portal Username and Password

Please choose a Username and Password to access the site.

**Email Address**

Required

**Username** ⓘ

Required

**New Password** ⓘ

Required

**Confirm Password**

Required

**SUBMIT & CREATE ACCOUNT** **CANCEL**

- You will then automatically be taken to the Sign in page and will need to sign into your account.

## Sign In

Username

mickeymouse1

Password

Forgot your username or password?

SIGN IN

New to  
UPMC Benefit Management Svcs?

NEW USER REGISTRATION

7. The first-time logging in you will have to send an Email validation by clicking on Send Validation Code.

## Email Validation

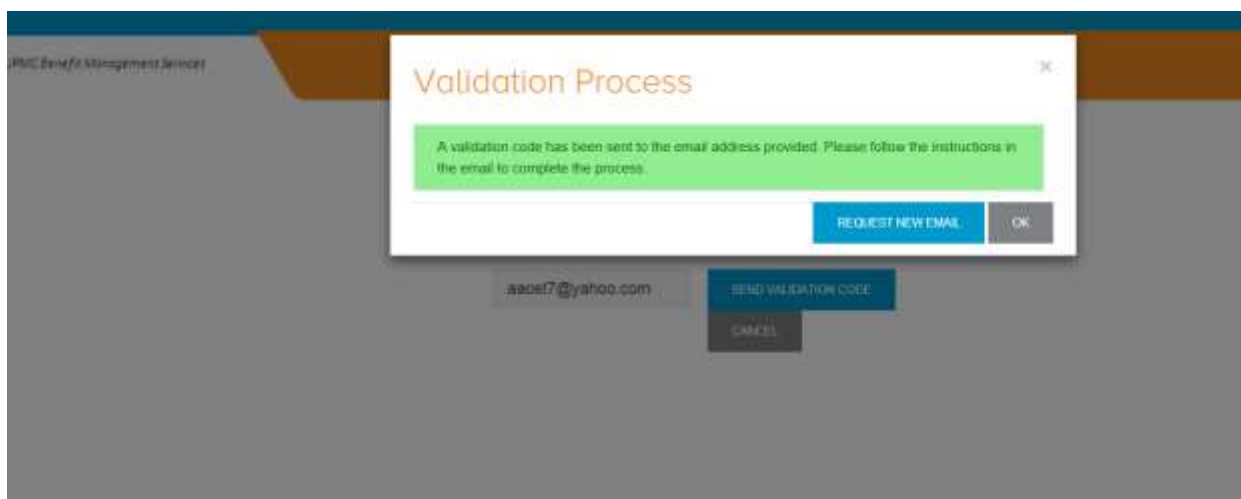
In order to login you will need to verify your email address.

mickeymouse@yahoo.com

SEND VALIDATION CODE

CANCEL

8. Once the Validation Process box pops up the member should click on "Ok"



9. You will then receive an email. Member will click on the Validate Email link inside of the email they have received.
10. You can now log into the Member Portal and will be automatically taken to the Welcome Page: