

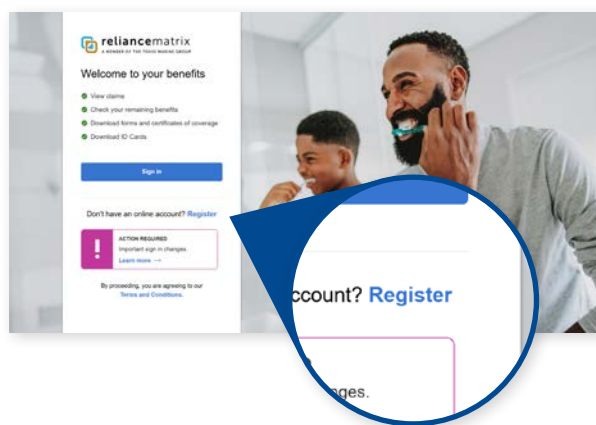
Member Account Registration Guide

With your member account, you can access ID cards, view plan details, track claims and find helpful resources, all in one place.

Follow this step-by-step guide to register and create your member account.

Get started

1. Visit reliancematrix.com/individuals/dental-and-vision.
2. In the 'Member Services' section select the 'Member Services' link.
3. Click '**Register.**'



Choose your account type

Member

If you're the primary member, choose 'Member.' Then enter your name, date of birth and ZIP Code in the required fields.

Dependent

A dependent can be a spouse, domestic partner, or child. To register as a dependent, you'll need to provide the primary member's name, date of birth, and member ID or SSN, along with your own information.

Validate your identity

There are a few ways to validate your identity and connect to your benefits account.

You will only need to complete *one* option.

Claims information

If you received a claim or explanation of benefits, enter your claim number and source code. These are located at the bottom right-hand corner of your Explanation of Benefits (EOB).

Email verification

If we have your email address on file, a verification code can be sent to your email address.

Other ways

If neither of those options apply, enter your 9–14-digit Member ID or Social Security number.

Create your account

Set up your sign in credentials.

1. Enter the email address you would like to use to sign in to your account. We recommend using a personal (or non-work) email address.
2. To verify your email, enter the six-digit code sent to your email address.
3. *Optional:* Add your phone number as an additional security verification method.
 - a. A verification code can be sent via text message or voice call.
4. Create your password using the guidelines on the screen.

Your password should:

- Be a minimum of 15 characters
- Contain at least one number
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one special character
- Not contain part of your username, first name or last name

Sign in to your account

You have now completed the account registration. To sign in to your account, enter your email address and password. Select how you would like to receive your verification code if you chose to set up both your email and phone.

Need help registering? Contact customer support at 888-573-6604.

