

Member Portal

WEALTHCARE COBRA Consumer Portal Registration



Table of Contents

Getting Started	3
Register a Consumer Portal Account	3

10/21/22



Getting Started

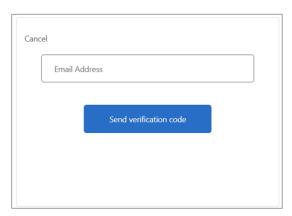
This guide provides steps on how to register online to access your billing.

Register a Consumer Portal Account

1. Access your Consumer Portal link. From the sign in page, click **Sign up now**.



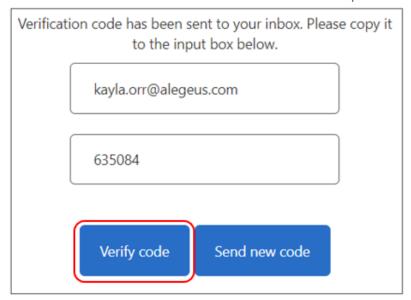
2. Enter a valid email address and click **Send Verification Code**.



3. Check the email provided for an email from Microsoft on behalf of WealthCare COBRA.

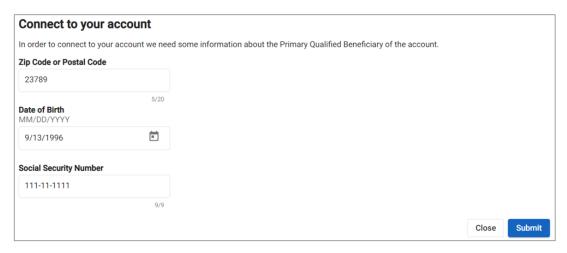


4. Back in the Consumer Portal, enter the code and click Verify Code.

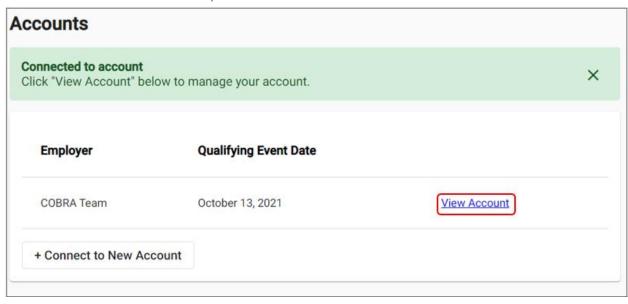


- **5.** Once the email is verified, create and confirm a password. A password must be between 8 and 64 characters and must have at least 3 of the following characteristics:
 - a. A lowercase letter
 - b. An uppercase letter
 - c. A digit
 - d. A symbol
- 6. Click "Create" to be taken to your account.
- 7. Click "+ Connect to New Account". Enter the following information:
- 8. Zip Code: If you have recently changed addresses, enter the zip code that your Employer would have had on record for your account.
 - a. Date of Birth
- 9. Social Security Number





- 10. Click **Submit**. The system matches you to a Qualifying Event record.
- 11. Click View Account to be taken to your account.



10/21/22 5