

# Updating Your Social Security Numbers

Once you have logged in...

**Step 1:** Select a Member to update their Social Security Number

PLAN SUMMARY

Member **Jane Doe**

Member Profiles

- Jane Doe (You)
- John Doe
- Jack Doe

Plan: Univera PPO Signature Deductible 3

Subscriber ID: 123456789

Group Policy & Plan: 12345678 - ABC North America

Medical Copay: \$0.00

Plan Year Effective Date: 01/01

Plan Start Date: 01/01/2017

Benefit Details

**Step 2:** Click the 'Edit Member Details' button

Viewing details for Jane Doe

MEMBER DETAILS

Birth Date: 09/18/1962

Address: 123 Main Street, Rochester, NY 12345

County: Monroe

Social Security Number: XXX-XX-9207

Phone: 585-123-4567

Edit Member Details

Change Address/Phone

**Step 3:** Edit SSN and click the 'Continue' button

EDIT MEMBER DETAILS: JANE DOE

First Name: Jane

Middle Initial:

Last Name: Doe

Title:

Birth Date: 09/18/1962

Gender:  Female  Male

Social Security Number: 200711234

Cancel

Continue

**Step 4: Confirm** the Social Security Number entered is correct and click the **'Submit'** button

SUMMARY: JANE DOE

Take a moment to review the information below. Use the 'Edit Information' link to make changes. If all the information is correct, finalize by clicking 'submit'.

First Name	Middle Initial	Last Name	Title	<a href="#">Edit Information</a>
Jane		Doe		<a href="#">Download As PDF</a>
Birth Date	Gender	Social Security Number		
09/18/1962	Female	200-71-1234		

Cancel Back Submit

**Step 5: Select 'Return to Member Information'** to update the next SSN

CONFIRMATION: JANE DOE

Member Information Changes Successful

Thank you, your personal information change has been accepted. For Policy Holder name changes, we will send you a new set of ID cards within 7 to 10 days.

Return To Member Information

**Step 6: Select** the next member to update

Viewing details for Jane Doe

MEMBER DETAILS

Birth Date	Address	County	
09/18/1962	123 Main Street Rochester, NY 12345	Monroe	
Social Security Number	Phone		
XXX-XX-1234	585-123-4567		

Edit Member Details

Change Address/Phone

Repeat **Steps 2-6** for each member.