

### **To Register for miBenefits:**

Prior to accessing the miCare Clinic, all Employees and Family Members (over the age of 18) must complete the miCare registration located within the miBenefits member portal. To accomplish this, follow the steps below.

1. Obtain your EBMS Insurance ID number. This can be found on your EBMS Insurance Card or by calling 1-866-888-8035. The ID number should be in the following format: 996-00-XXXX
2. Visit [ebms.com](http://ebms.com) and click on the "Log In" icon on the upper left-hand corner of the page. Once within the miBenefits login box, select "new user."
3. Indicate if you are the member (employee) or the dependent of the member (spouse or child), enter your group #0000600, and enter your EBMS Insurance ID number.
4. Complete the short registration form. Note: Your name must be spelled *exactly* as it is printed on your insurance card. You also must provide an email address.

Once your miBenefits account is established, complete your miCare registration using the username and password you created for your miBenefits account (above):

1. Visit [ebms.com](http://ebms.com).
2. Click "Log In" and enter your **username** and **password**.
3. Once logged in, click on the "miCare" icon towards the lower, left-hand side of the page.
  - a. If you have dependents, you will be given the option to register them as well by clicking on their name.

Your registration is now complete. To make an appointment, click on miCare, select the individual for whom you wish to make the appointment, and click "appointments" at the left-hand side of the screen.

Questions? Please call one of our knowledgeable and friendly staff at 1-866-888-8035.

