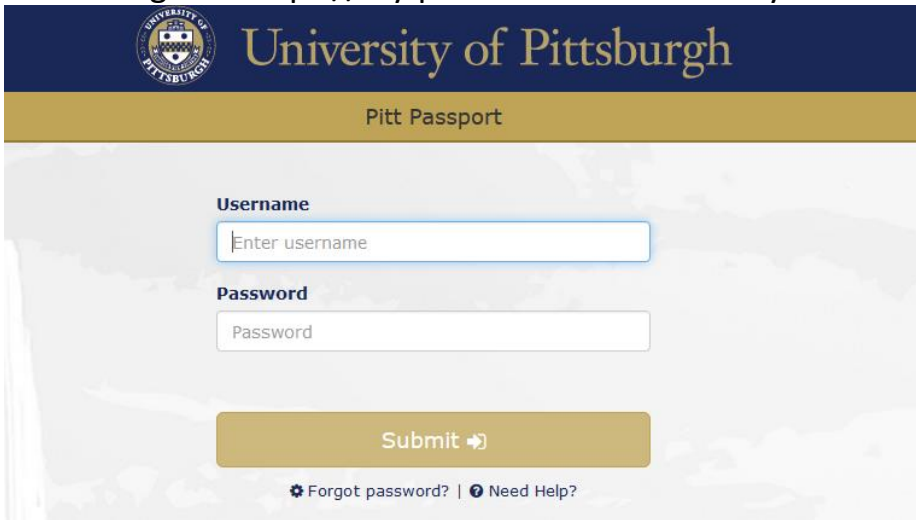


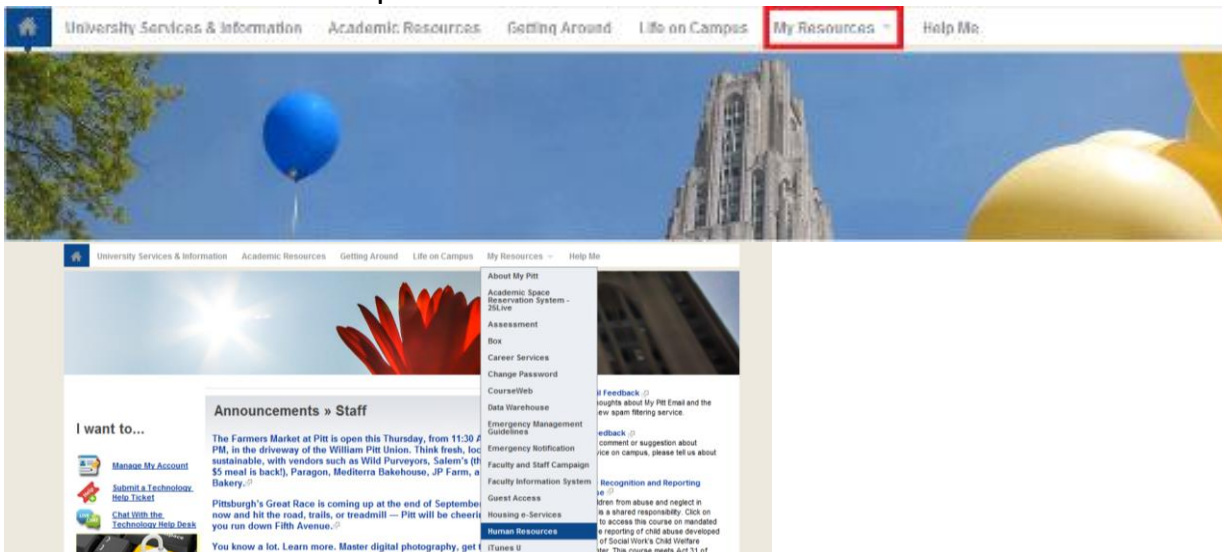
Accessing Temporary Medical Cards

STEP 1 Login to <https://my.pitt.edu>. You will need your Username and Password.



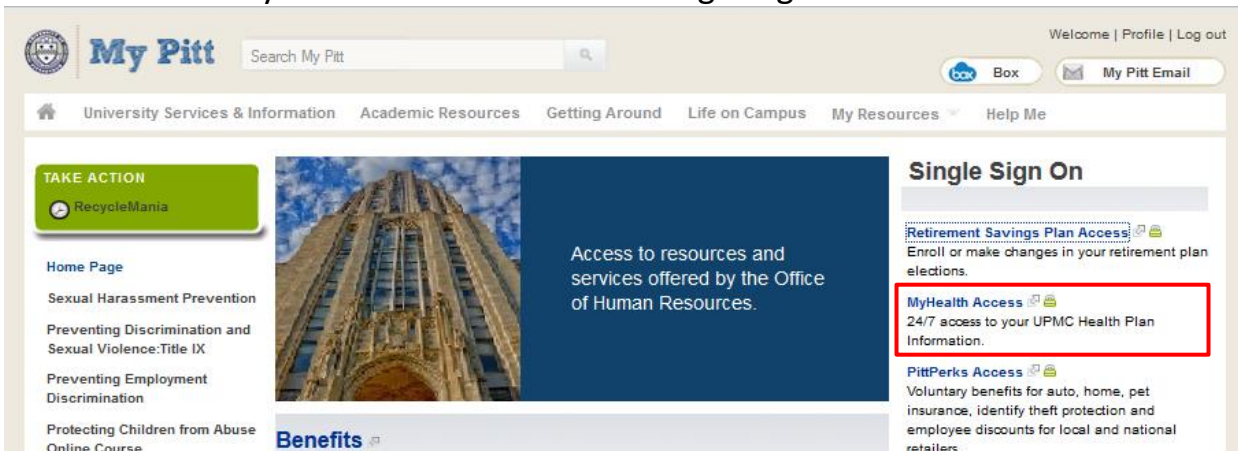
The image shows the login page for the University of Pittsburgh's Pitt Passport system. At the top left is the University of Pittsburgh logo. The main header reads "University of Pittsburgh" in a large, gold serif font, with "Pitt Passport" in a smaller, sans-serif font below it. The background is a light, abstract pattern. The login form consists of two input fields: "Username" with a placeholder "Enter username" and "Password" with a placeholder "Password". Below these fields is a gold "Submit" button with a right-pointing arrow. At the bottom of the form are two links: "Forgot password?" and "Need Help?".

STEP 2 Click on the "My Resources" tab on the "My Pitt" portal home page and select "Human Resources" from the drop-down list



The image shows the navigation menu of the My Pitt portal. The top navigation bar includes "University Services & Information", "Academic Resources", "Getting Around", "Life on Campus", "My Resources", and "Help Me". The "My Resources" tab is highlighted with a red box. Below the navigation bar is a large banner image featuring a blue balloon, a red flower, and a yellow balloon. A secondary navigation menu is visible below the banner, listing various services such as "About My Pitt", "Academic Space Reservation System", "Assessment", "Box", "Career Services", "Change Password", "CourseWeb", "Data Warehouse", "Emergency Management Guidelines", "Emergency Notification", "Faculty and Staff Campaign", "Faculty Information System", "Guest Access", "Housing e-Services", and "Human Resources". The "Human Resources" link is highlighted with a blue box.

STEP 3 Select "MyHealth Access" from the Single Sign On list



The image shows the "Single Sign On" page of the My Pitt portal. The top navigation bar includes "University Services & Information", "Academic Resources", "Getting Around", "Life on Campus", "My Resources", and "Help Me". The "My Resources" tab is highlighted with a red box. Below the navigation bar is a large banner image featuring a blue sky and a red flower. A secondary navigation menu is visible below the banner, listing various services such as "About My Pitt", "Academic Space Reservation System", "Assessment", "Box", "Career Services", "Change Password", "CourseWeb", "Data Warehouse", "Emergency Management Guidelines", "Emergency Notification", "Faculty and Staff Campaign", "Faculty Information System", "Guest Access", "Housing e-Services", and "Human Resources". The "Human Resources" link is highlighted with a blue box. The main content area is titled "Single Sign On" and lists several services: "Retirement Savings Plan Access", "MyHealth Access", and "PittPerks Access". The "MyHealth Access" link is highlighted with a red box. Below the "MyHealth Access" link is a description: "24/7 access to your UPMC Health Plan Information." Below the "PittPerks Access" link is a description: "Voluntary benefits for auto, home, pet insurance, identify theft protection and employee discounts for local and national retailers."

STEP 4 Select “Print a New ID Card” under the “Manage Your Plan & Costs” section

The screenshot shows the MyHealth Central dashboard. At the top right, there are links for 'Find Doctors', 'Pharmacy', and 'Contact'. Below that, a date 'JULY 1' is displayed. A main navigation bar includes 'HOME', 'MYHEALTH CENTRAL', 'SPENDING AND CLAIMS', 'COVERAGE AND BENEFITS', 'SMART HEALTHCARE', 'SELF-SERVICE TOOLS', 'MESSAGES & ALERTS', 'QUICK LINKS', 'ACCOUNT SETTINGS', and 'LOG OUT'. The main content area is titled 'A Healthier You' and includes a 'MyHealth Central' button. Below this, there are sections for 'COMPLETE AN ACTIVITY TODAY' (listing 'MyHealth Questionnaire', 'General Physical Exam', and 'Influenza Vaccine') and 'LEARN ABOUT HEALTHIER LIVING' (with topics like 'IMPROVE YOUR OVERALL HEALTH', 'MANAGE STRESS', and 'EAT HEALTHY'). The 'Manage Your Plan & Costs' section is active, showing 'YOUR PLAN AT A GLANCE' with details like 'Annual Deductible', 'Standard Service Co-Pay*', 'Specialist Co-Pay*', 'Emergency Co-Pay*', and 'Pharmacy Co-Pay*' (\$16/40/80/90). It also lists 'RECENT VISITS & CLAIMS' with dates and status. At the bottom of this section, the 'Print a New ID Card' button is highlighted with a red box, along with a 'Schedule of Benefits' button.

STEP 5 Check the “View/Print” boxes that apply (please note if you have dependents on your policy, there will be more boxes) and select the “Print Selected” button

The screenshot shows the 'Member Identification Cards' page. At the top right, there are links for 'Find Doctors', 'Pharmacy', and 'Contact'. The page title is 'Member Identification Cards'. Below the title, there is a 'Print Cards' section. It lists two cards: 'UPMC Health Plan ID Card' and 'Assist America Card'. For each card, there is a 'View/Print' checkbox, which is highlighted with a red box. Below these checkboxes, there are 'Print All' and 'Print Selected' buttons, with 'Print Selected' highlighted with a red box. There is also an 'Order Cards' section with a 'UPMC Health Plan ID Card' and an 'Order' button. A message states: 'Dental, Vision and Assist America cards are not mailed to members. Please use print option above.' Below this message is a 'Submit' button. On the right side of the page, there is a 'Recently Added' section with 'Explanation of Benefits' and a 'We're Here To Help!' section with 'Member Services | Health Coach', 'Live Chat | Live Chat', 'LifeSolutions', 'Primary Care Provider/Office:', 'Phone:', and 'Glossary'.