Adding a Primary Care Provider (PCP) for Yourself and Your Dependent(s)

1.) **Click on BenefitsPortal in myDrake.**

2.) On the screen that comes up, click on "Start Here".

3.) Click on "Start Enrollment".

4.) Review your information and click "Next" to continue.

4.) **Review your dependent information. For this demonstration, a dependent is being added. If you do not need to add a dependent, click "Next" to continue.**

6.) Enter all fields. Click "Next".

7.) Review the entered information and click "Looks Good" to continue.

8.) Click "Next" to review your current medical elections.

9.) When you select that you want medical coverage, you will be required to indicate which dependents you want covered.

Drake UNIVERSITY

Test Drake ▾

1. About You ▾   2. Election Information ▾   3. Review

THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com

Medical

Who would you like to cover with Medical coverage?

☑ Test Drake (Required)

☑ Dickens Leto - Child - 05/03/2015

Deselect All

+ Add a New Dependent

◀ Back

Next ▶

https://ua2.benefitsolver.com/benefits/BenefitSolverView

Drake
UNIVERSITY

Test Drake ▾

1. About You ▾   2. Election Information ▾   3. Review

Total Employee Cost
$0.00/Monthly

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Medical

Covered Members   Edit
Test, Dickens

Group Health Plan

Monthly Premium

$504.82
Employee and Children

ⓘ Plan Details

Waive Medical Coverage

❮ Back   Next ❯

10.) You will then be required to indicate a Primary Care Provider (PCP) for yourself and your dependent. We have prepared a brief video (https://share.vidyard.com/watch/1zjwfRSKgVrjHCtfWC1QSa) showing you how to obtain the information necessary to designate your PCP in the Benefits Portal. You may also visit https://www.wellmark.com/finder to obtain your PCP name, enrollment identification number, and organization name.

11.) Once you have entered your PCP selections, you will need to select "Looks Good" to continue through the remaining benefit elections.