Your Health Benefits Plan Information

Log onto RCTPA.com

1: Go to www.RCTPA.com and click the **"Sign up now"** link.

2: To register, you will be asked for your Name, Date of Birth, and Social Security Number. This information must match what we have on file, or your registration will not be accepted.

3: You will be asked to create a private **User ID** and a **Password**.

4: If later you cannot remember your ID or Password, simply click **"Recover it."**

5: Once you log onto the secure site, you can look up network providers, verify eligibility, check claims, view Explanation of Benefits, download forms and documents, and print a temporary ID Card.

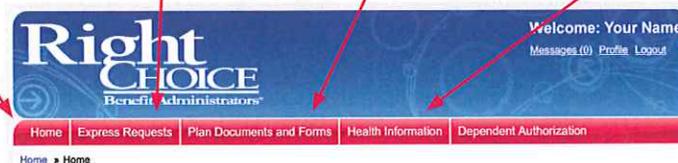## All Members see the same information on the top menu items

Wherever you are at on this website, click **"Home"** to go back to the main page.

Use **"Express Requests"** to send questions/requests to Customer Service. Check **"Messages"** for responses.

"Plan Documents and Forms" offer more matials you can download.

"Health Information" has links to valuable health news and practical information.

The gray box shows your name and Group Number as they appears in our system

Click the links to look up a provider, verify eligibility for you and your dependents, to see your claims and to view and/or print a temporary ID Card.

At the top right, check your messages and view your profile practical information in our system.

Please contact your Human Resources department to update your profile details, such as home address