

### Register to use the Student Site Tools (any insured member)

1. Click 'Sign In' from the home page (center of web page)
2. Enter email address & indicate 'No, I'm signing up for the first time'
3. Enter your certificate number, first and family name as found on your ID card; confirm email address
4. Review 'Agreement' statement; click to agree
5. Create a password

### Print an ID Card

1. Click on 'ID Card' in the right hand column of the enrollment transaction table
2. Click on 'ID Card' *Note: ID Card is a .pdf file, requiring the free Adobe Acrobat Reader.*

### Get a Claim Form

1. Click on 'My Benefits' in the upper left area of the web page
2. Click on 'Claims' in the blue navigation bar
3. Click on 'Claims Form' *Note: claim form is a .pdf file, requiring the free Adobe Acrobat Reader.*

### Search for a Doctor

1. Click on 'Doctor Search' in upper left of web page
2. Choose 'United States Destinations' or 'International Destinations'
3. Follow directions on the site [View Plan Benefits](#)
4. Click on 'My Benefits' in the upper left area of the web page
5. Default position is 'Plan Benefits', which displays benefit information

### Check the Status of a Claim

1. Click on 'My Benefits' in the upper left area of the web page
2. Click on 'Claims' in the blue navigation bar
3. 'Open' claims are displayed first, followed by 'Processed' claims

### Learn About Health Information at Destination / View a CityHealth Profile

1. Click on 'Health & Security Profiles' in the upper, center section of the web page
2. Click 'CityHealth Profiles'
3. Follow instructions to select a country and city

### Understand the Security Risks at Destination / View an HTH Security Profile

1. Click on 'Health & Security Profiles' in the upper, center section of the web page
2. Click 'HTH's Security Profiles'
3. Follow instructions to select a country and city

### Translate Medical Terms, Phrases and Drugs from one Language to Another

1. Click on 'Translation Guides' in the upper right area of the web page
2. Select desired guide (Drug, Medical Term, Medical Phrase)
3. Follow instructions to select country or language
4. .pdf format files are available for download on this page for some languages

### Prepare for and Learn About Travel and Health Issues

3. Click on 'Travel Health Centers' in the upper right area of the web page
4. Select articles of interest from the student health travel center

### Read Up-to-date Health, Security and Education News

1. Click on 'News' at the top of the web page
2. Articles are updated multiple times daily

### Better Acclimate to Host Country Culture

1. Click on 'Resources' at the top of the web page
2. Choose Resource area of interest (Community, Student Resources, Financial Aid, International Education Programs)