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How to View Your Medical Claims/Explanations of Benefits By Registering on Elite's Website

- 1) Go to www.eliteadmin.com
- 2) Click **Member Login**.
- 3) Read the authorization and click I **Agree**.
- 4) Click **Click Here** where it says "If you are a new user and do not have a userID, Click Here".
- 5) Type your 10-digit User ID found on your insurance card (without the UOE prefix), i.e. 093990____.
- 6) Enter your password, which is your 8-digit DOB in the following format: **MMDDYYYY**. You can change your password after your first login.
- 7) Once logged in, you can view your deductible and out-of-pocket accumulators by clicking on **Your Name** at the *bottom* of the screen, or you can view your claims and explanations of benefits by clicking on **Your Name** near the *top* of the page.
- 8) If you have problems with the site or questions about your claims, please contact Elite Administration at **(312) 243-1265**.

***Please note: User ID and passwords for new enrollees are added every Wednesday**