

# Group Participants Registration/Use

Please Note:

To register in the Client Portal, you must know your group number. Your group number may be obtained from the **Group Administrator**.

## How To Register

Go to: [my.mwadmin.com/Register/InsertYourGroupNumberHere](http://my.mwadmin.com/Register/InsertYourGroupNumberHere)

### Step 1

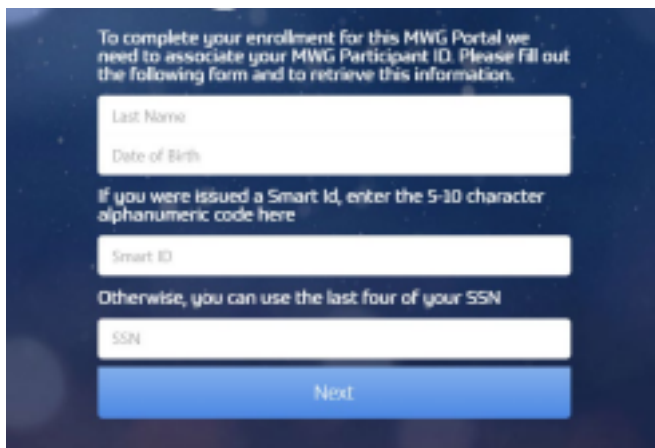
1. Choose a **Username**
2. Provide a valid **Email Address**
3. Create a **Password**

Click the "Continue to Step 2" button.

### Step 2

1. Enter your **Last Name**
2. Enter your **Date of Birth**
3. Enter either the *last four* digits of your **Social Security** number, or the **Smart ID** found on your **ID Card**.

Click the "Next" button to continue to the Dashboard.



To complete your enrollment for this MWG Portal we need to associate your MWG Participant ID. Please fill out the following form and to retrieve this information.

Last Name  
Date of Birth

If you were issued a Smart Id, enter the 5-30 character alphanumeric code here

Smart ID

Otherwise, you can use the last four of your SSN

SSN

Next



Client  
**PORTAL**

Register a MWG Portal User

Username  
Email  
Password  
Confirm Password

Continue to Step 2 >

## View Completed Claims

[View Claims Information](#)

To view or download your completed claims, click the "View Claims Information" button. You can sort claims by "Type" or "Date Range" to help locate a specific claim. For each completed claim, you will be able to view the **E.O.B.** (Explanation of Benefits) and download the document.

The Dashboard will also allow you to view your Premium Saver medical plan, personal information, dependents, group information, and completed claims.

Click the "Documents & Forms" dropdown to view the **PHI Authorization** form and the **How to File a Claim** form.