

# CoreSource Electronic EOBs:



CONVENIENT



ECO-FRIENDLY



SECURE

CoreSource, the benefits administrator for your health plan, offers a secure, convenient, and eco-friendly way to keep track of medical claims and payments made for healthcare services: electronic Explanations of Benefits (EOBs). Our electronic EOBs consolidate information about each family member into one document.

## How to sign up for electronic EOBs

1. Visit [myCoreSource.com](http://myCoreSource.com) and log in to your account. Not registered yet? Select **Create an Account** to get started.
2. Select **About Me** at the top left. If you're registering for the first time, you'll automatically be directed to this page as part of your registration process.
3. Add or edit your email address using the **Preferred Communication Details** section.
4. Select **Yes** under "Would you like to receive electronic communications?" and select **Save**.

## How to view your electronic EOBs

You'll receive an e-mail at the address listed on your myCoreSource.com account letting you know when you have a new electronic EOB available.

The e-mail provides the instructions to access your electronic EOB: Select the link provided in the e-mail and enter your password (your five-digit ZIP code and the last four digits of your Social Security number).

If you need to access a previously issued EOB, simply log into your account at myCoreSource.com and click on the Claims tab at the top.

Once you begin receiving electronic EOBs, you will no longer be mailed a paper version. However, you can easily print your electronic EOB for your records.