

## Uploading Your Insurance Card to MyHealthSpace

- 1) Take a picture of the front and back of your medical and pharmacy insurance card
- 2) Login to [MyHealthSpace](#)
- 3) Click on *Insurance Card* on left hand side
- 4) Upload images by clicking on *Choose Front Image/Choose Back Image*
- 5) Click *Save*
- 6) Click on *Messages* on left hand side
- 7) Click *New Message*
- 8) Check circle for *I want to send a message to Insurance Card Group*
- 9) Enter policy holder/subscriber information
  - a. This information is whoever holds the insurance (mom, dad, guardian). Input their name, date of birth, address and phone number.