1. To get started, go to myCoreSource.com and select the Create an Account button.

2. The Account Creation security page is a feature that protects members’ important information.
   a. Type the distorted words shown at the top left of the box.
   b. Select the Submit button.

3. Create an account by entering:
   a. A username and password. For an easy transition, we encourage you to use the same username and password that you are currently using, if available. The system will tell you immediately if the user name has already been taken.
   b. Your name and e-mail address where you want to receive myCoreSource.com Message Center Communications.
   c. Select and answer three security questions.
   d. Select the Submit button.
4. The Successful Account Creation notice will display and indicate that a new account has been created.

**Note:** This registration process is required only once.

After you print the Successful Account Creation notice for future reference, you can login to your account:

a. By selecting the **Proceed to registration** button; or
b. With your username and password the next time you visit **myCoreSource.com**.

**Please Remember:**
Once you’re registered on this new site, please be sure to bookmark the website and return directly to **myCoreSource.com** for all future visits.
Register as a Member

To register as a Member (also known as a plan participant) or a dependent of a plan participant:

1. Select the **Member** option.
2. Select the **Next** button.
3. Enter your information into the required fields to link your account to your personal information at CoreSource.

**Special Notes:**
- You’ll need to enter your information in the same way it is on file or on your ID card (Full name, etc.)
- Your employer will notify you if you need a registration code.
4. Select the **Submit** button. (To return to the previous screen, select Cancel.)
Register as a Delegated Authority

A Delegated Authority is a person who is not listed on the plan, but has been delegated by the Member to have authority to view and/or change information for a Member.

To formally request access to act on behalf of a member as an authorized third party:

1. Select the Delegated Authority option.
2. Select the Next button.
3. Enter your information into the required fields to link your account to your personal information at CoreSource.
4. Select the Submit button (To return to the previous screen, Select Cancel.)