

# Easy Internet Access To your Claims Information

- Access to claims available 24 hours a day/7 days a week
- Order replacement ID Cards
- Secure Website that is password protected and data encrypted
- Easy to use – all you need is a computer with internet access

## **Registering and Creating an Account**

1. Sign on to: [www.ncas.com](http://www.ncas.com) and ensure that your browser is set to allow pop-ups
2. Select the Members option on the left side of the screen
3. Leave the Member Number field blank and click “Enter”
4. Another window will open to the Login screen. Click “Register New User”
5. Create a New User Account by providing the requested information (username, email address and type of User) then click “Next”
6. Verify Your Identity. Use UPPERCASE letters when entering information. The participant ID is your Member ID listed on your ID card (not your Social Security number)
7. Establish your Password, then click “Submit”

## **Viewing Your Personal Claims**

1. Click on Claims History to the left of the screen
2. A default start date will appear under your Participant ID and Group. Enter the date for a specific claim you would like to review, or leave the default date in place and click the Submit button.
3. A list of claims will be produced beginning with the date entered and any thereafter
4. The “Show Accumulators” dropdown located above the list of claims will allow you to view claims by category (Medical, Dental and Vision)

**If you have any questions, call NCAS using the phone number on the ID card.**