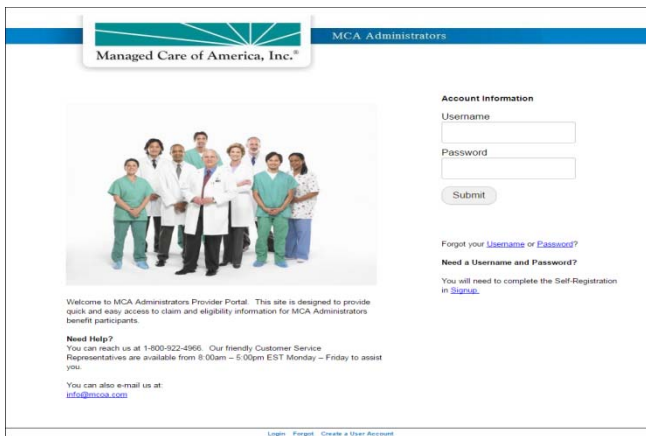




MCA Administrators Inc. is pleased to announce a new and improved self-service online tool. The service is HIPAA compliant concerning patient privacy and gives online access to claims, eligibility and benefit information. Take a minute to sign up and review the exciting online services now available through a desktop device. To sign up for a user account, follow these simple steps.



How do I access this information?

#1 Sign up!

To sign up online, go to:

www.mcoa.com

You will need to click on Providers and a new webpage opens. Once on the Login screen, select **Sign-Up** for first time users and to create your account. Read the License Agreement and **Agree** to proceed.

#2 Personal Information

Complete the name, address and contact fields as it relates to the account. Click **Add Providers** to enter the TIN and NPI. You can add multiple TIN/NPI to the same account. The claim search uses the TIN, not the NPI. Click on **Next** when finished.

#3 Create Username and Password.

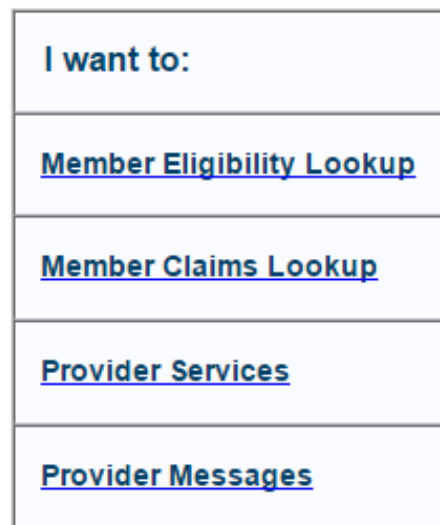
Username must be at least 4 characters in length. **An email address is required.** Passwords must be at least 8 up to 30 characters in length.

Use a username and password that only you will know. Also indicate hint questions and answers, so that your password can be retrieved by you, should you forget it in the future. Click on **Next** to verify your registration.

If you need to make any changes, select the **Previous** button and make corrections. If everything is correct, you are done.

#4 Click on *Finish* to complete the Sign-up process.

There are Quick Links and a tool bar to help navigate through all your options.



Providers may also obtain benefit, eligibility and claim information via **fax** at 1-800-922-4966, prompt 3. All other questions can be handled by a dedicated MCA customer support representative at 1-800-922-4966, prompt 6.