

## Locating Summary of Benefits and Coverage

After logging into unitedeservices.com, access from Quick Links on Home Page

1. To access SBC from **Quick Links** on the Home Page of United eServices, select **Summary of Benefits and Coverage**. The **Summary of Benefits and Coverage Document Search** screen displays.
2. Under the **Search Details** section of the screen, enter the applicable information for **Plan, RX** and **State** sections. All mandatory fields are marked with an "\*" asterisk
3. Select **SEARCH FOR SBCS**

| Plan*   | RX*  | State* | Employer | Franchise Code |
|---------|------|--------|----------|----------------|
| 1234567 | 1234 | MI     |          | N/A            |
|         |      |        |          | N/A            |
|         |      |        |          | N/A            |
|         |      |        |          | N/A            |
|         |      |        |          | N/A            |
|         |      |        |          | N/A            |
|         |      |        |          | N/A            |
|         |      |        |          | N/A            |
|         |      |        |          | N/A            |
|         |      |        |          | N/A            |

Buttons: Cancel, Search for SBCs, + Add Five More Rows

4. If SBCs are found they will display under the section **SBCs Ready for Download**. To view or download, **Select View/Download SBC**.

| Plan  | RX   | State | Employer             | Quote # | Franchise Code |  |
|---|------|-------|----------------------|---------|----------------|--|
| <input type="checkbox"/> PlanXYZ            | 1234 | MI    | EmployerEmployer1111 | 1234567 | 123456789      | <input type="button" value="View/Download SBC"/>     |
| <input checked="" type="checkbox"/> PlanXYZ | 1234 | MI    | Employer             | 1234567 | 123456789      | New <input type="button" value="View/Download SBC"/> |
| <input type="checkbox"/> PlanXYZ            | 1234 | MI    | Employer             | 1234567 | 123456789      | New <input type="button" value="View/Download SBC"/> |
| <input type="checkbox"/> PlanXYZ            | 1234 | MI    | Employer             | 1234567 | 123456789      | New <input type="button" value="View/Download SBC"/> |

Controls: Show 10 per page, Download Selected (1)

5. If SBCs are not found, a listing will appear under **SBCs Available for Request**. Select the plan(s) desired and then select **Request this SBC**. You will be notified once available for download.

Submit a request to have an SBC built by selecting "Request this SBC"

These SBCs are not ready to download because they are not part of our pre-built inventory. Requests are typically completed within 7 business days. An email notification will be sent to you when the SBC(s) are ready for download.

| Plan  | RX   | State | Employer             | Quote # | Franchise Code |   |
|---|------|-------|----------------------|---------|----------------|---|
| <input type="checkbox"/> PlanXYZ            | 1234 | MI    | EmployerEmployer1111 | 1234567 | 123456789      | <input type="button" value="Request this SBC"/> |
| <input checked="" type="checkbox"/> PlanXYZ | 1234 | MI    | Employer             | 1234567 | 123456789      | <input type="button" value="Request this SBC"/> |
| <input type="checkbox"/> PlanXYZ            | 1234 | MI    | Employer             | 1234567 | 123456789      | <input type="button" value="Request this SBC"/> |
| <input type="checkbox"/> PlanXYZ            | 1234 | MI    | Employer             | 1234567 | 123456789      | <input type="button" value="Request this SBC"/> |

Controls: Show 10 per page, Request Selected (1)