



Customized • Dedicated • Service

Introducing CDS Group Health Online Services

With our Online Services you will be able to view the following information from your own computer.

* Request ID Card

* Confirm Claim Payment

* Check Claim Status

Follow the directions below to access your secure Online Enrollment...

1. Go to the CDS Group Health Website at: <http://www.cdsgrouphealth.com>

Click on "Secure Online Services" at the top of the screen.

Click the "Register" button located on the bottom right hand side of the page. This will take you to the first User Registration page. Here you will be required to use the information given to you below to create your account.

*****It is very important that you enter the information exactly as shown below*****

Enter your User Type: **Employee**

Enter your Group Number: **First 7 digits of your unique Id number on your Id card**

Enter your First Name:

**** name as printed on your ID Card ****

Enter your Last Name:

Enter your Date of Birth:

Enter your Gender:

When completed, click on "NEXT".

2. Verify your Status.

You should be at the second registration page. At the top of the page, you should be listed as an EXISTING Member with ENROLLEE status. If you are listed as a new ENROLLEE, you have entered the information incorrectly. Please click on the "BACK" button and verify that the information entered on the previous page is exactly the same as shown above.

3. Assigning your personal Username and Password.

Example: jane1200

Username and passwords must consist of 6-10 characters (alpha and/or numeric) containing no spaces and are case sensitive. Please write down your username and password for future use.

When completed, click "NEXT".

4. WELCOME, you have successfully created your online account.

You may now navigate throughout the site to check on the status of your claims, confirm payment and order an Id card.

Claims Inquiry: Select name of member or dependent from drop down box to view information..

Enter date of service range then, click submit.

Click on View Detail, to view a selected claim.

To view EOB or checks, Click on the EOB/CHECK button within the claims detail.

Coverage Verification: Enter date to verify coverage, then select a name from the drop down box, click submit.

You can view your personal information, year to date out of pocket and deductible amounts.

Login: _____

Password: _____

If you are unable to login, after following all of the steps above, please contact our Customer Service Department at (775)-352-6900 or (800)-455-4236.