How to designate a Primary Care Provider (PCP)

1. Go to umr.com.

2. If you have not previously set up an account with UMR, click Create your account.

   If you have previously set up an account with UMR, select Member from the drop down menu and then click Sign In.

   **Sign in to your account**

   ![Sign in to your account](image)

   Need to register? Create your account

   By signing into your account, you can:

   - Find health care providers
   - Check health care account balances
   - View claims
   - Update your profile

3. Sign in using your HealthSafe ID log in.
4. You will be sent to the home page of your UMR portal.
5. **If you have not yet elected a PCP**, a pop up will come up asking you to elect one. Click *Go to the Find a provider page.*

Then, click on *Select provider* to go to the search screen.
If you have already elected a PCP but wish to change yours, there will be no pop up. Click Find a Provider from the myMenu options on your home screen and select Change provider under the Selected primary care provider section.

- Selected primary care provider

Details about your selected primary care provider (PCP) are displayed below. If you wish to select a different provider, you can use the change provider button to access the network directory. This will open a new window to change your current PCP office location or find a new PCP.

Select the applicable option.

6. In the search screen, search for a new primary care provider, paying attention to their Tier. Once you decide, click SELECT PCP under the provider’s name.
Look for the Tier 1 Provider and In-Network Provider labels. A Tier 1 Provider will have the Tier 1 Provider label. A Tier 2 Provider will only show the In-Network Provider label.

7. If there are multiple locations available, you will need to select one. Then click Assign As PCP.

You will receive a new ID card with the updated PCP information on it. You can change your PCP at any time.

To select a PCP for a covered dependent, select their name on the left hand side of your home screen.