Requesting ID Cards in MESA:

Please note that these instructions are the same for an HR representative ordering an ID card for a member and for a Member requesting their own ID card.

1. Select "Resource" at the top of the landing page.



2. Select a name from the dropdown list.

quests					
View	Print, Request A	New or Replac	ement ID Card for Self and	Var family	
	L.		Request New	View and Print	
Family Hember ":	Select		in card(s)	io caro	
			Click Here	Click Here	

• When requesting card on behalf of the member, will use magnifying glass to search employee first name, last name and Alt id

Requests



• Search by Employee Last name and Patient ID (Alt id). Click Search Member Search

Search Options * :	Both Employees and Dependents 🛩
First Name :	
Middle Name :	
Last Name * :	
Date of Birth :	
Patient ID * :	

 Select top button for whole family or specific member then click on "Select" button.

Search					
Search Result	3				
Show 10	records per page				<< First > < Prev
	Member Name	Status	Effective Date	Date of Birth	Resider
0		Active	01/01/2020		
0		Active	01/01/2020		
0		Active	01/01/2020		
0		Terminated	02/01/2021		
Show 10	records per page				«« First ») « Pre-

3. Select each family independently.



4. Click "Request New ID(s)".

News & Messages	Frequently Asked Questions	Documents & Forms	Links	Contact Information	10 Card
View, Print,	Request A New or	Replacement II	D Car	d	
Member * :	(H	Request N ID Card(s	Request New ID Card(s)	View and Print ID Card]
		Click Her	re .	Click Here	
			-	2	2010

5. Message will appear that ID Card Request Submitted.

Resources		Confirmation! ID Card Request Submitted]
Requests	, Print, Request A New or Replace	ement ID Card for Self and/or	family
Family Member *:	SELF	Request New ID Card(s) <u>Click Here</u>	View and Print ID Card <u>Click Here</u>

- 6. Repeat steps 4 and 5 for additional family members. ID card will get processed and will take delivery 7-10 business days from the **Print Date** noted.
- 7. The employee they can view the ID cards ordered as a family in the View ID Cards icon.