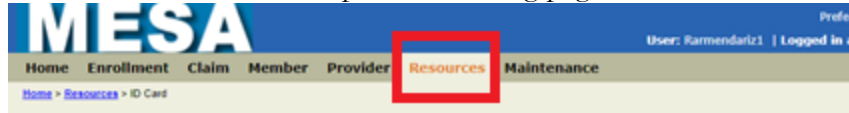


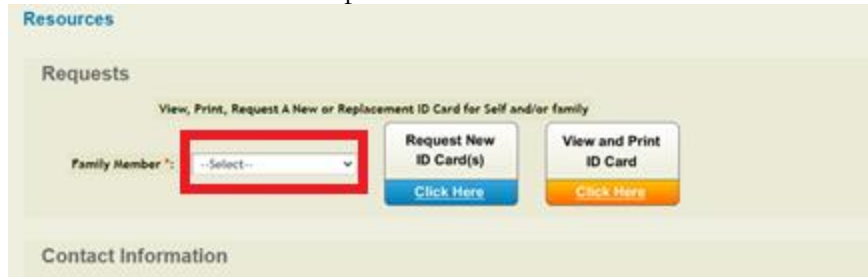
## Requesting ID Cards in MESA:

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.



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



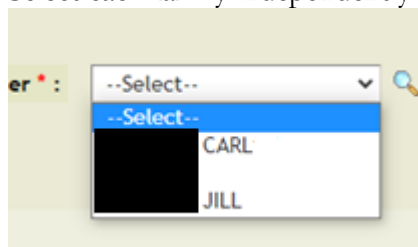
- Search by Employee Last name and Patient ID (Alt id). Click Search



- Select top button for whole family or specific member then click on “Select” button.



3. Select each family independently.



4. Click “Request New ID(s)”.



5. Message will appear that ID Card Request Submitted.

**Resources**

Confirmation!  
ID Card Request Submitted.

**Requests**

View, Print, Request A New or Replacement ID Card for Self and/or family

Family Member \*: SELF

Request New ID Card(s)  
Click Here

View and Print ID Card  
Click Here

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.