



Online Portal Registration Instructions for Employee/Members and their dependents

Link = <https://www.wltmediportal.com/MediCln/>

- 1) In the upper left hand corner of the new site, click on New User Registration.**
- 2) For the "I am" selection - using the down arrow - choose Employee/Insured or Dependent (which ever is correct for you).**
- 3) For the Administrator - using the down arrow, choose Employee Benefit Systems.**
- 4) Key in your first and last name (not case sensitive).**
- 5) Type in your Date of Birth with slashes between like mm/dd/yyyy or use the calendar icon to pop up a calendar.**
- 6) Key in your Member ID # - which for EBS is your Social Security number or your Alternate ID (if you've been issued a 999xxxxxx number by Blue Cross and EBS has this on file).**
- 7) Now you get to choose your User Name and password User Names can be pretty much anything, no numbers or special characters required.**
- 8) Passwords have the following requirements - Password minimum length of 8 characters, with at least 1 letter, 1 number and 1 of the following special characters: !@#\$\$%^&*() .**
- 9) Confirm your password choice a second time.**
- 10) Enter your e-mail address.**
- 11) Enter a security question of your choice.**
- 12) Enter a security answer for your question.**
NOTE: The security question and answer will be used if you forget your password. Please use appropriately.
- 13) Hit the Create User button.**

You are done. You may login and access the new site.