



How to Create an Account with Ascensus:

1. Visit <https://memberportal.ascensus.com/Account/Login>

<https://memberportal.ascensus.com/Account/Login>

ABC San Diego

Home Reported Hours Eligibility Contact

Account Login

Username

Password

Remember me? [Login](#)

[+ Register a New Account](#)

[? Forgot Password](#)

2. Click on “+Register a New Account”

<https://memberportal.ascensus.com/Account/Login>

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[? Forgot Password](#)



3. Click on "Register as a Participant"



Step One: Choose Your Account Type

Participants

Current fund participants can check eligibility, claims status, view/print EOB's and access plan documents.

[Register as a Participant](#) [Register with Auth Code](#)

4. Enter the last four digits of your Social Security Number

Step Two: Verify Your Identity

Personal Information

NOTICE: The following information is required in order to verify your identity during the account creation process. It will **not** be used for any other purpose and will be transmitted across a secure, encrypted connection.

Enter the last four digits of your Social Security Number.

Enter your date of birth in the MM/DD/YYYY format.

Refresh
Input symbols

WARNING: It is a criminal offense to access the information of others.

[Verify](#)

5. Enter your date of birth in the MM/DD/YYYY format.

Step Two: Verify Your Identity

Personal Information

NOTICE: The following information is **required** in order to verify your identity during the account creation process. It will **not** be used for any other purpose and will be transmitted across a secure, encrypted connection.

Last four of SSN Enter the last four digits of your Social Security Number.

Date of Birth Enter your date of birth in the MM/DD/YYYY format.



Refresh

Input symbols

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Verify

6. Enter the symbols that appears in blue. The below is an example. Please do not use the bottom blue symbols.

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Refresh

Input symbols

WARNING: It is a criminal offense to access the information of others.

Verify

7. Create a unique username that you will use to login to your account.

Step Three: Setup Account

Account Details

Your account will be confirmed once submitted with an email sent to the address provided below. Please be sure to make note of the account details you set up here.

<input type="text" value="Username"/>	Create a unique username that you will use to login to your account.
<input type="text" value="Your Email Address"/>	Your email will only be used to validate your registration and send important messages like password change requests.
<input type="text" value="Password"/>	Must be at least 8 characters long and contain an uppercase, lowercase, number and symbol.
<input type="text" value="Confirm Password"/>	Confirm the password you created above.

 Need help?

If you're contact

8. Enter your email address

Step Three: Setup Account

Account Details

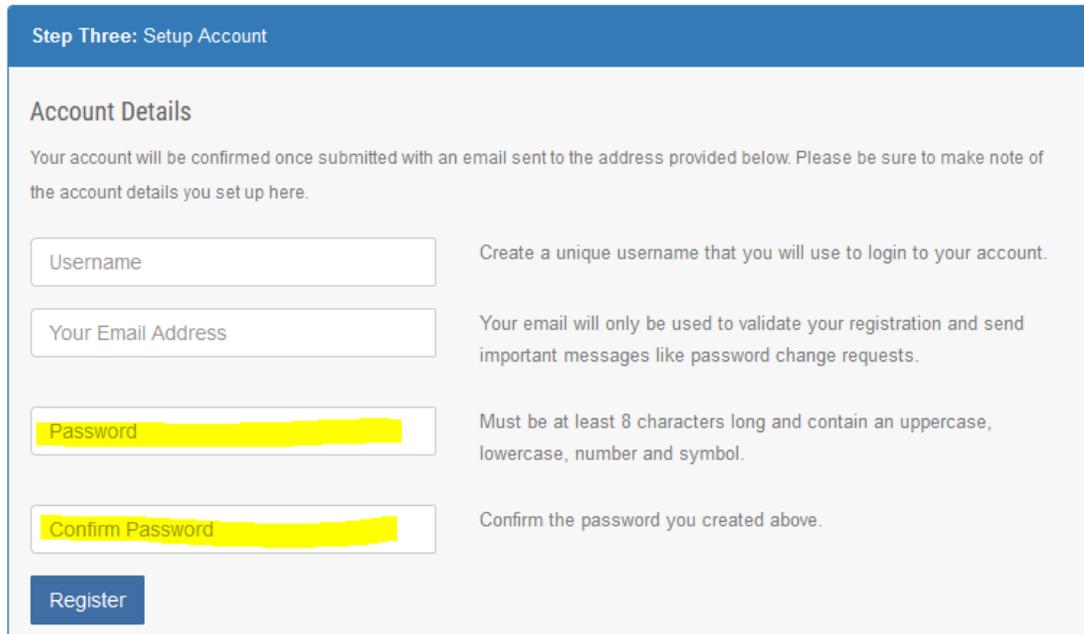
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<input type="text" value="Confirm Password"/>	Confirm the password you created above.

 Need help?

If you're contact

9. Enter a password that you can remember and confirm your password. Must be at least 8 characters long and contain an uppercase, lowercase, number, and symbol. **Please be sure to write it down somewhere safe.**



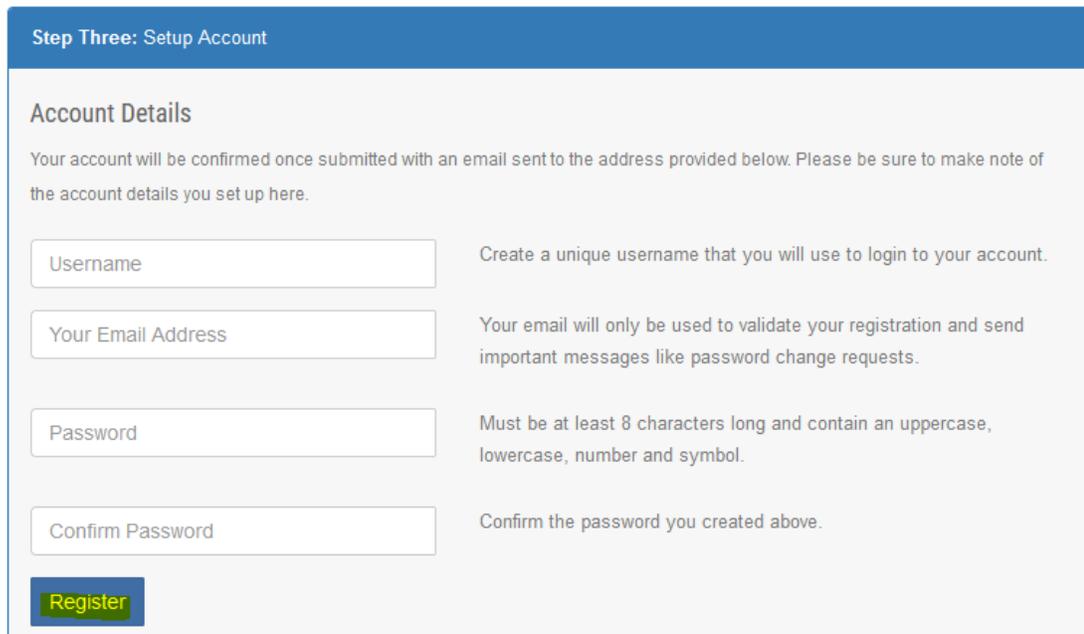
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10. Click “Register”



Step Three: Setup Account

Account Details

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<input type="text" value="Confirm Password"/>	Confirm the password you created above.

11. Please check your email to confirm your email address and complete registration.



12. Once you confirm your email address, click in the web browser to login.

Step Four: Email Confirmation

Account Details

Thank you for confirming your email. Please [Click here to Log in](#)