

Setting Up Family Sharing in My Health Toolkit®

A quick guide to creating your account and managing access for your family



My Health Toolkit is designed to keep your health information secure – and provide appropriate privacy for each covered family member.

The steps below will help you get started and avoid common issues when setting up your account.

Understanding Family Sharing

Family Sharing allows covered family members to safely manage how their information is viewed.

What happens by default

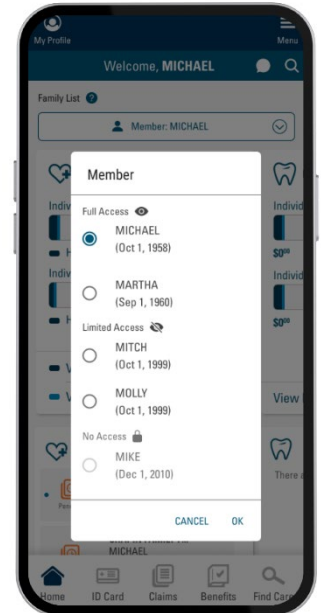
- The employee can see benefits and claims information for all covered dependents
- The details shared for dependents **age 16 and older are automatically limited** to protect their privacy

Sharing Access for Dependents Age 16+

For the employee to see detailed information for dependents age 16 and older, these covered family members must:

- Create **their own account** on My Health Toolkit
- Choose Family Sharing options within **their own profile**

Once sharing is activated, the employee receives expanded access to benefits and claims information for that dependent.



Creating a My Health Toolkit Account

When creating a My Health Toolkit account, you'll need to enter information that matches your health plan's records.

What to enter

You must use **one** of the following:

- The **employee's Social Security number**, or
- The **employee's ID number** shown on the insurance card

Then:

- Enter the **date of birth** of the person you are creating the account for (this can be the employee or a dependent)
- Complete the remaining profile setup steps

Important:

Using a dependent's Social Security number will result in an error, "*We could not find a member that matches that information,*" because it does not match the employee record. For security reasons, the system must first confirm the employee before linking covered family members.



Need Help?

If you have trouble setting up your account or managing sharing preferences, My Health Toolkit support can assist.

Technical Support: 877-274-1715