

INSTRUCTIONS: MEMBER PORTAL AND MEMBER ID CARD

To register for the Member Portal at bswh.swhp.org:

1. Go to bswh.swhp.org.
2. Click the MEMBER PORTAL link below the ONLINE CONNECTIONS section.
3. Click the SIGN UP NOW link below the LOG IN button.
4. Enter either your Social Security Number or Member ID number and your date of birth to begin the registration process.
5. Enter a valid email address and create a password that meets the specified criteria.
6. Click CREATE ACCOUNT.

To download/request a copy of your Member ID card via the Member Portal:

1. Log in to the MEMBER PORTAL at bswh.swhp.org.
2. On the main page, locate the section on the right, MY ID CARD.
3. Click VIEW MY ID CARD.
4. Click the PRINT icon to print a temporary card.
5. Click the DOWNLOAD icon to download a copy of your card.
6. Click GET AN ID CARD to request a Member ID card be mailed to your home address.

To view/show/share your Member ID card via MyBSWHealth App:

1. Using a smart phone, download MyBSWHealth App from Google Play or App Store.
2. Log in using the same user name and password you use to log in to the Member Portal.
3. From the main screen, touch the card icon.
4. Then, select the feature to add to the Apple Wallet.

