

Instructions**United eServicessm Security Access Request Form
Requesting Delegate Access****Procedure:**

- Obtain the United eServices Security Access Request form
- Complete all information in the “Portal User” section for the applicable type of delegate for whom access is requested
- Email or fax the completed request form to your UnitedHealthcare Account Executive (Sales Rep.)
- Notify the user that the request has been submitted and that they will receive a letter from the United eServices team containing their Username and Password

Note: When the employment of a delegate terminates, notify your UnitedHealthcare Account Executive to expire the delegate’s access to United eServices.

Definitions:

- **Broker Delegates**
Defined as an individual who works at an agency or broker office providing administrative support. These individuals are generally not licensed and appointed nor are they engaged with employers to sell UnitedHealthcare products.
- **General Agent Delegates**
Defined as an individual who works for a UnitedHealthcare contracted General Agent providing administrative support.
- **Organization Delegates**
Defined as an individual who works as a Benefit Consultant or administrative support staff for a Benefit Consulting firm.

Customer Support:

1-866-336-9369