

UMR Announces New ID Card Order Application

UMR has made changes to the online Order ID Card application. These changes give users the ability to track when they have submitted a request for a duplicate or replacement ID card. Users still need to have assigned access to this application in order to request ID Cards.

Now, when you select ID Card Order from your myHome or myTools tab, you will be taken to UMR's online Activity Center:

The screenshot displays the UMR Activity Center interface. At the top right is the UMR logo. Below it is a navigation bar with 'Employer Home > Activity Center > Employee Search' and utility links for 'Logout', 'Print', and 'Help'. The main content area is divided into three sections:

- Search for Employees:** A form with input fields for 'Employee ID', 'Social security number', and 'Last name', and a 'Search' button.
- Employee Search Results:** A table with 1 record. The table has columns for 'ACTIVITY', 'NAME', 'SUBSCRIBER ID', and 'RELATIONSHIP'. The first row is highlighted, and a red box highlights the 'ACTIVITY' icon (an envelope with a checkmark).
- Action Key:** A list of actions with icons. The 'Order ID Card' action, represented by an envelope icon, is highlighted with a red box.

A callout box with a black border and white background contains the text: "Activity Center includes a new Order ID Card icon that launches the ID Card Order application." Two arrows point from this box to the highlighted 'Order ID Card' icon in the 'Action Key' list and the 'ACTIVITY' icon in the search results table.

ACTIVITY	NAME	SUBSCRIBER ID	RELATIONSHIP	
	BLANK, CADE	088000001	EMPLOYEE	More detail...
	BLANK, ELIZABETH	088000001	SPOUSE	More detail...
	BLANK, KARYN	088000001	CHILD	More detail...
	BLANK, JOSEPH	088000001	FULL-TIME STUDENT	More detail...

Action Key
COBRA Notification
Edit Member
Add Dependent
Edit Member
Terminate Member
Order ID Card
Other Insurance

When you select the Order ID Card icon, you will be able to submit a request for an ID card. You will also receive a confirmation number that you may use to track the ID card request.

Once the ID card is ordered, a record of the transaction will appear in the Activity Center—Search Transactions area. You will always be able to view historic ID card submissions along with other transactions you completed.