

## Enrollment Commercial plan workflow:

When enrolling, information must match HMSA Subscriber ID card.

1. **Go to:**  
<https://hmsaonlinecare.com/landing.htm>
2. **Enter Demographics** ( First name, Last Name, Email)  
**Note:** Accounts cannot share same email address
3. **Create password** (Must be at least 7 character, contain at least one letter, and at least one number)
4. **Agree terms of use** by clicking check box
5. Click **“Sign Up”**

6. Set Current Location to **“Hawaii”**
7. **Enter Date of Birth:** Month/Day/Year
8. Select Gender: **Male** or **Female**

9. Commercial plans select **“HMSA”** for health plan
10. Enter Subscriber ID number (Exclude XLP). **Example: R001234567890**
11. Select whether you are the Primary Subscriber of Health plan account by clicking **“Yes”**  
**Note:** If you select **“No”** and are not the Primary subscriber of the Health plan, you will need to enter the Primary subscriber information before proceeding.
12. Click **“Continue”**
13. Congratulations **“Your account has been created”**