

# Manage Your Account

## ACTIVATE YOUR ACCOUNT ONLINE

1. Go to [www.myGilsbar.com](http://www.myGilsbar.com).
2. Select **FIRST TIME USER? CLICK HERE TO REGISTER** and then select the **PARTICIPANT** option.
3. Complete the brief registration form.  
To complete the registration, you will need your group number (located on your member ID card) and a valid, personal email address. After you complete the registration, the next screen will prompt you to **select your coverage status**.
4. You will receive an email with confirmation of your registration. Click on the link in this email to access [myGilsbar.com](http://myGilsbar.com) for the first time.

The image shows a sequence of four screenshots from the myGilsbar.com registration process:

- Screenshot 1:** The 'Login' page with a 'CLICK HERE TO SIGN IN' button and a link for 'First Time User? Click here to register' circled in green.
- Screenshot 2:** The 'Register' page with the 'Participant' radio button selected and circled in green.
- Screenshot 3:** The registration form with fields for First Name, Last Name, Email, Confirm Email, and Group Number.
- Screenshot 4:** The 'Register' page with a dropdown menu for 'Are you the employee, spouse or child?' set to 'Employee'.
- Screenshot 5:** An 'Activation Email' confirmation screen with a 'Verify My Registration' button.

## GET THE MOST OUT OF MYGILSBAR.COM

On [myGilsbar.com](http://myGilsbar.com), you can:

- Print a copy of your ID card
- View claims and EOBs
- Search PPO and pharmacy directories
- Review your plan information
- And much more\*

## WE'RE HERE TO HELP!

[customercontactcenter@gilsbar.com](mailto:customercontactcenter@gilsbar.com)  
(877) 301 - 2988  
7 AM - 7 PM CST, M - F

\*Information displayed at log in reflects only those services/products Gilsbar manages for your company.



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