UHIP

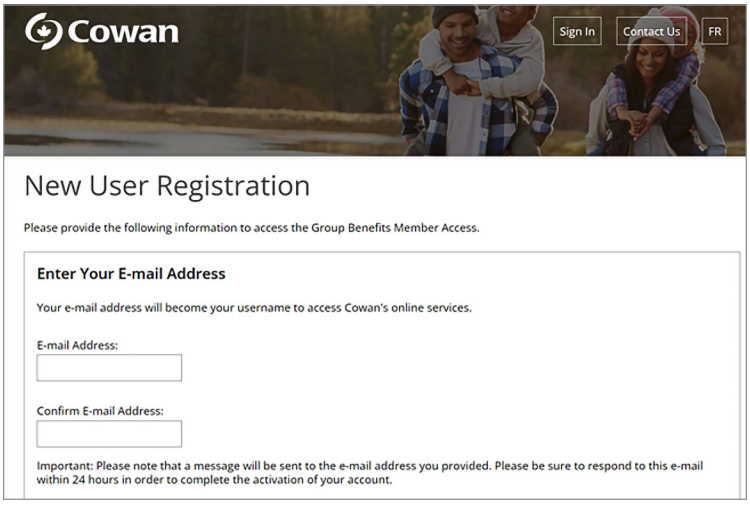
# Member Access Registration

**Use your mobile phone or computer to register for Member Portal access.**

View all relevant information regarding your UHIP benefits plan and your health claims, in one place, 24 hours a day, 7 days a week.

## Here's how to register for UHIP Member Access:

1. Go to **https://clients.cowangroup.ca/**
2. Click the **"Sign up now"** button at the top of the page
3. Enter the required information, including your:
   a. **First Name** and **Last Name** (on file with your university)
   b. **Certificate Number**
   c. **Birthday** (in DD / MM / YYYY format please)
   d. University **Email address**
4. Click the **"Next Step"** button and follow the remaining prompts.
5. You will be prompted to enter your school email address and re-enter it a second time to confirm. NOTE: Your school email address will be your Username going forward.

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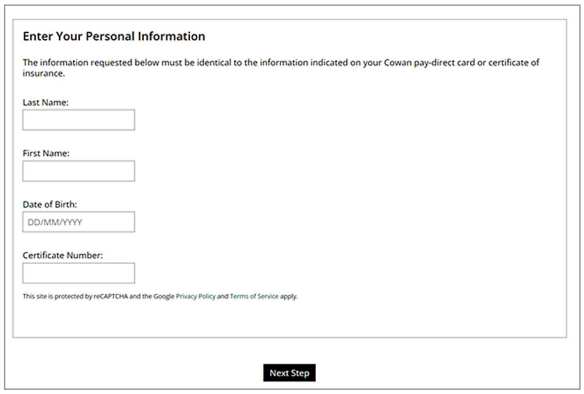
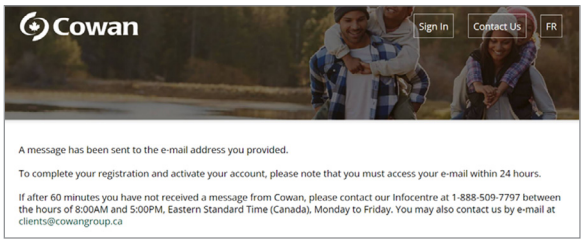
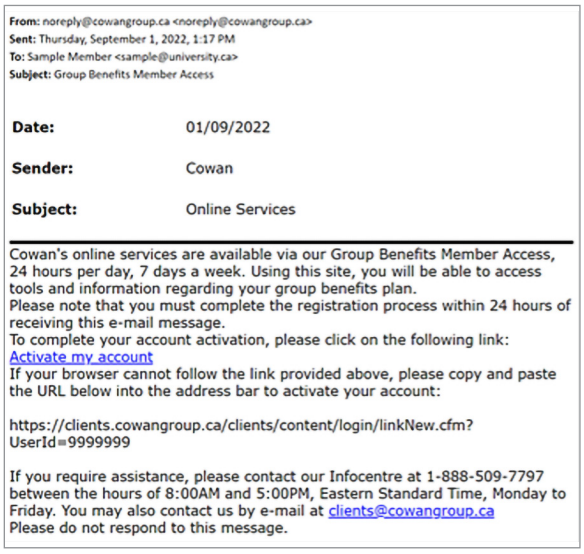
6. Then, enter your **Last Name**, **First Name**, **Date of Birth** and **Certificate Number**. Your certificate number can be found on your coverage card, which was emailed to you.



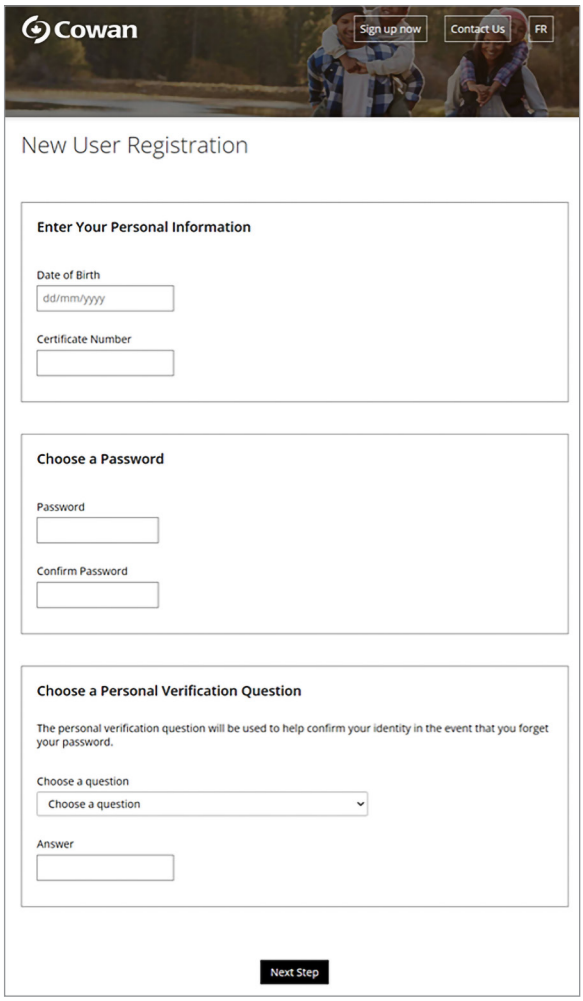

7. Click **"Next Step"**. A prompt, like the one below, will appear.



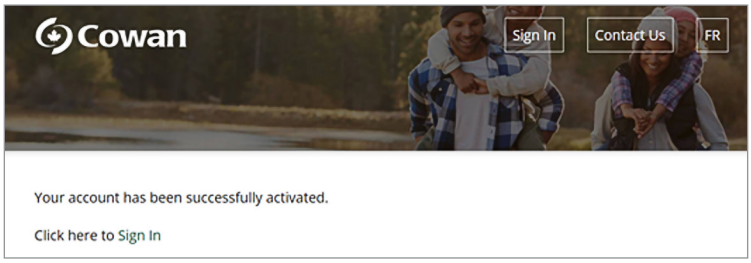

8. You will receive an email from Cowan to activate your account. You must click on the link in the email within 24 hours. An example of the activation email is shown below. Click the **"Activate my account"** link in the email. This will take you to the new user registration page.




9. Once on the new registration page:
   a. Enter your **Date of Birth**
   b. Enter the **Certificate Number** (from your coverage card)
   c. Create a **password** (the password must contain at least 1 uppercase letter, 1 lowercase letter, 1 special character and at least 2 characters total)
   d. Choose a **verification question** and enter an answer
   e. Click **"Next Step"**



10. You will receive a prompt that your account has been successfully activated. On this same page, click **“Sign In”**.




Enter your **University Email** and the **Password** you created.

Read and agree to the terms and conditions.

Click **“Submit”**.

You are done activating your Member Access account. You now have access to the online member portal. You can submit and review claims, as well as get details about your policy!

## Have a question?

Call us at **1-833-377-8447**, from 8 a.m. to 5 p.m. ET, Monday to Friday.

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