

## Tipsheet

# My UE: Your Enhanced List of Client Information

Your Client List on My UE has been enhanced to include more information at a single glance and the ability to quickly launch My UE digital tools.

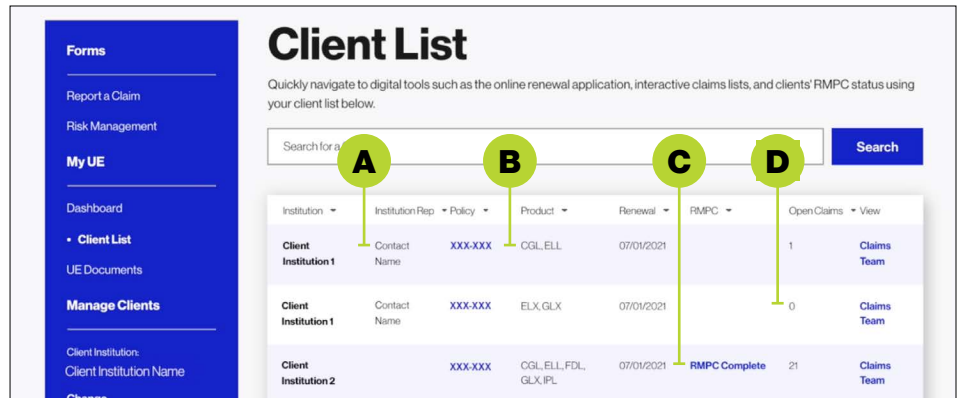
### Accessing Your Client List

From the My UE Dashboard, click **1** “Client List” in the left navigation or select **2** “Client List” from the My UE digital tool options.

The screenshot displays the My UE Dashboard interface. The top navigation bar includes the United Educators logo, a search bar, and menu items: My UE, Risk Management, Products, Working With You, About UE, Report a Claim, and Quick Links. The main content area is titled "Dashboard" and includes a "Client Institution Name" section with a welcome message and instructions to select a client. Below this is a "Browse Resources" section. The left-hand navigation menu is highlighted in blue and contains sections for Forms, My UE, Manage Clients, and Profile. The "My UE" section is expanded to show "Dashboard", "Client List", "UE Documents", and "Manage Clients". The "Client List" option is marked with a yellow circle and the number 1. The "Manage Clients" section includes fields for "Client Institution:" and "Client Institution Name". The "Client List" option is also highlighted in a blue callout box on the right side of the dashboard, marked with a yellow circle and the number 2. Below this callout is a "Client List" digital tool option, which is also marked with a yellow circle and the number 2. The "Client List" digital tool option includes a description: "View your client list and quickly navigate to digital tools such as the online renewal application, interactive claims lists, and clients' RMPC status."

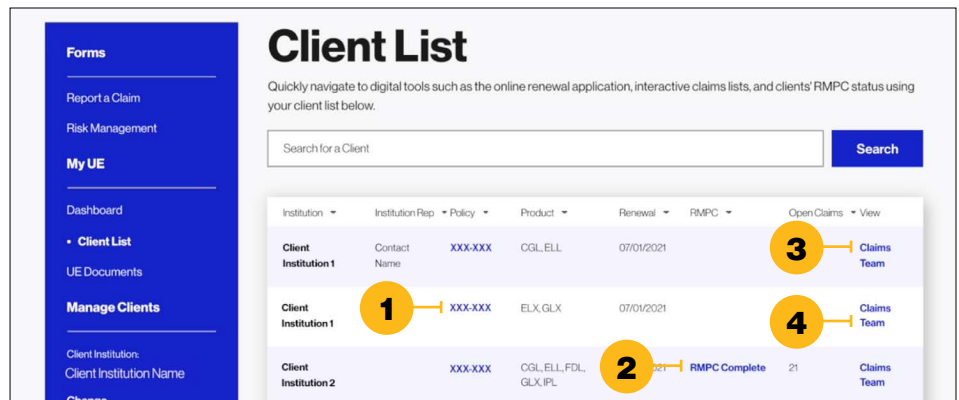
For each client in your list, you can now view:

- A** the institution’s point of contact
- B** their UE lines of coverage
- C** their RMPC status
- D** and a count of open claims.



You can also navigate to digital tools such as:

- 1** completing the online renewal application
- 2** tracking client’s RMPC progress on the Member Benefit Report
- 3** viewing an interactive list of claims
- 4** and managing colleagues’ access to client information.



## Selecting a Client in My UE Digital Tools

In My UE digital tools, you can select which client you’d like to view more information about using the “Manage Clients” section in the left navigation. Click **1** “Change” under the Client Institution name and select a **2** different client from the list that opens.

