

**The Manhattan Life Insurance Company
ManhattanLife Assurance Company of America
Family Life Insurance Company**

Administrative Office: 10777 Northwest Freeway, Houston, TX 77092, (800) 999-2971

Helpful tips on how to access our website and obtain important information regarding your policy.

- Go to www.ManhattanLife.com
- Click the “LOGIN” button (upper right)
- Click “Contract/Policyholders”
- Click “Register Now”
- Review Terms and Conditions
- Click “I Have a Life or Health Policy →”
- Continue filling out pages and clicking “Next”

After you register, please carefully review your online policy documents. The information you provided for the application, either in person, online, or via telephone interview, was used to issue the Policy. Please make sure that the personal and health information was completed correctly on the application, as the application is part of the Policy. Your coverage may be affected if the Policy was issued based on incorrect information. If a question was answered incorrectly on the application, or your health history has changed, please contact us within the next 10 business days at (800) 999-2971.

- **Click the “LOGIN” button (upper right) and then “Contract/Policyholders” to access “Client Services,” such as,**
 - Policy(s) detail, which includes,
 - o Owner, policy number, policy effective date, payor, and payment information
 - o Your policy can be printed from here
 - o ID card can be printed from here
 - Forms, such as,
 - o Claim, HIPAA, bank draft authorization and other miscellaneous forms
 - Find A Dentist
 - o You can click on this link to locate a Careington Dental provider
 - Correspondence
 - o View letters that have been sent on your policy
 - o Review, print Explanation of Benefits
 - o Review your previously uploaded documents
 - o Review your previously faxed documents
 - Account
 - o Your login settings can be viewed or edited
 - Logout
 - o Click on this tab to logout