




How Do I Locate Plan Information?

For Additional Questions and Answers, visit our [FAQ](#) section

Steps: Lookup Contact Info

- 1) To access, click **Lookup Contact Info** on the left hand side menu on the *MyPractice* Page.
- 2) At the next screen, enter *Plan Name* and click **“Search”**. **Note:** Partial names may be entered.
- 3) If desired, the *Claim P.O. Box* or *Customer Service Toll-Free Number* can be entered to narrow search results.
- 4) When the summary of results appears, click **“View Details”** under the desired plan.
- 5) Scroll down to view all of the information for the plan.

TIPS:

-  [Adobe Reader](#) is required to view PDF files.