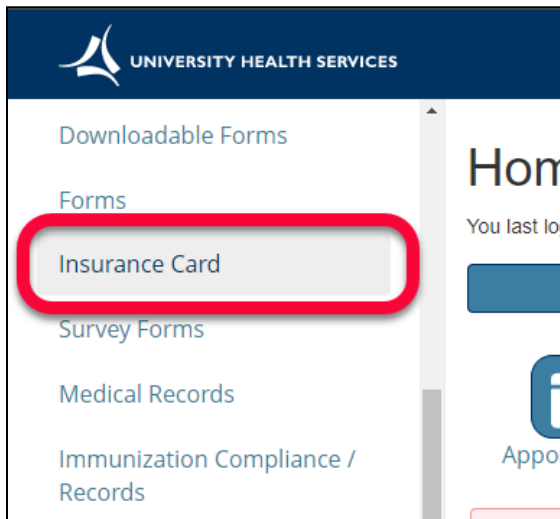
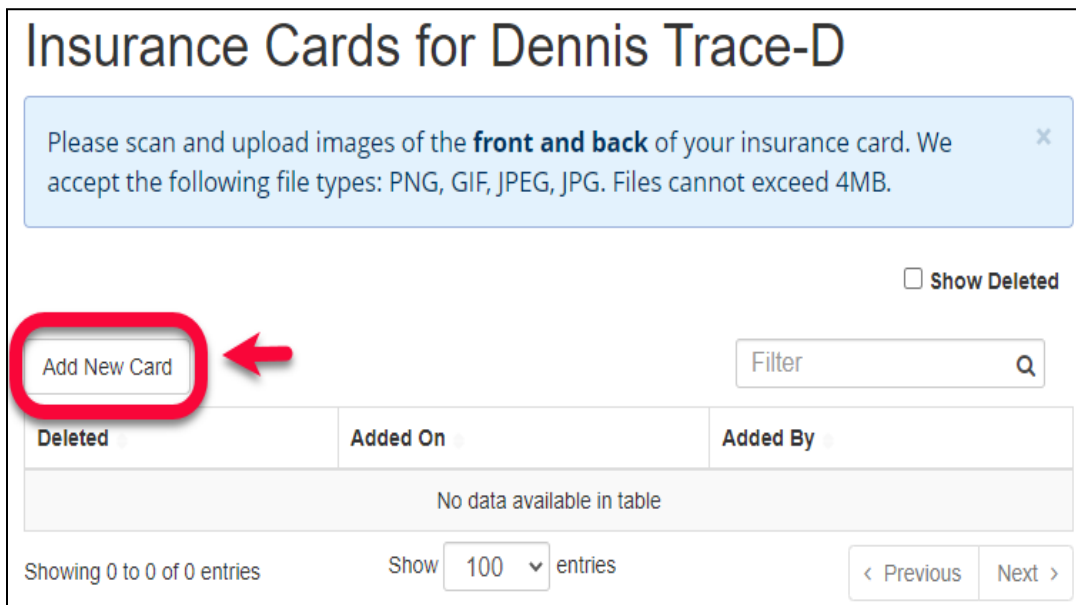


# Instructions for UC Berkeley Students to Upload Insurance Card through the eTang Portal

1. Log into the eTang portal at <https://etang.berkeley.edu/>.
2. Click “Insurance Card” from the menu to the left.





3. Click “Add New Card”.



4. Upload a front image \*and\* back image of the card.
5. Fill out the insurance card information. Note: All fields are optional.

## Add Insurance Card

<b>Member Name</b>	<input type="text" value="Trace-D, Dennis"/>	<input type="button" value="Upload Front Image"/>
<b>Member ID</b>	<input type="text" value="99999999"/>	
		<input type="button" value="Remove"/>
		<input type="button" value="Edit"/>
<b>Group Number</b>	<input type="text" value="OHPHCP"/>	
<b>Plan Provider</b>	<input type="text" value="United Healthcare"/>	<input type="button" value="Upload Back Image"/>
<b>Plan Type</b>	<input type="text"/>	
		<input type="button" value="Remove"/>
		<input type="button" value="Edit"/>
<b>Conav</b>		

6. Click Save. Note: After saving, you may edit the insurance card information but cannot remove any uploaded images.