



The Montana University System

Employee Guidebook for The Allegiance Website

Secured and encrypted, the Allegiance website allows participants access to up-to-date health plan information twenty-four hours a day. To take advantage of this service offered by Allegiance and your employer:

1. Go to www.abpmtpa.com/mus.
2. Click on "Employee Login."
3. Enter your USERNAME and your PASSWORD (case sensitive). A menu of the available services will be displayed.

MENU OPTIONS

Account Manager

Claims History

Document Library

Verification of Benefits

Changes & Requests



The services available within each menu option are as follows:

Account Manager

This option may be used to change your password, create a password “hint,” or update your email address. **NOTE: you must have your email address populated in order for the password hint to work.**

Claims History

By clicking on Claims History, you may scroll through your entire claims history, or select a specific date to speed up your inquiry.

Click “Submit” to display your basic information and a list of claims by date of service. Click the blue arrow next to the claim to expand the information displayed. If you wish to view history for a dependent under age 18, click the drop-down arrow next to your name and their information will be displayed. Spouses and dependents age 18 and older will require their own username and password to view claim information. Click the blue claim number to display an electronic version of the actual Explanation of Benefits (EOB). Prescription claims processed through Express Scripts, Caremark or another Pharmacy Benefit Managers (PBM) will not be able to be viewed online.

Document Library

Your Summary Plan Description and How to Read Your “EOB” can be found in the Document Library. This guidebook, as well as other helpful documents designated by your employer can also be accessed by clicking on this option. In addition to documents, you can also link to forms applicable to your plan.



Verification of Benefits

The Verification of Benefits (VOB) is a brief summary of benefits provided by your plan. Click **Verification of Benefits** and select a coverage category to display your information. The name of the covered participant and dependents, as well as their effective dates, a brief overview of covered services, deductibles, co-pays and benefit maximums will be displayed. Follow the on-screen instructions to print the VOB. It is important to remember that the VOB information is based on the information in our files as of the date printed and is **not** a guarantee of payment or an approval of any specific services.

Changes & Requests

Click on the Changes & Requests option to request a certificate of creditable coverage, order additional ID cards, or change your address in the Allegiance claim processing system.

Log-Out

Once you have explored and accessed your information on Allegiance's website, don't forget to click on "Log-Out" to protect your personal information. If you have any questions or experience a difficulty accessing our website, please contact us at inquire@abpmtpa.com for assistance or call 877-778-8600 and ask for website assistance.