Initial Registration to United Heartland’s Online Portal

Whoever uses the “register here” feature becomes the security administrator for that organization and has the authority to create, edit, and manage other users through the “Change User ID/Password” link.

1) Go to UnitedHeartland.com
2) Hover over “LOGIN” in the upper right-hand corner
3) Click “Policyholder Login”
4) Click the “Register Here” button
5) Enter your
   a. Policy Number xxxxxxxxx (10-digits)
   b. FEIN xxxxxxxxx (9-digits)
   c. Expiration Date xx/xx/xxxx
6) Click the “I’m not a robot” checkbox and complete the mini-test
7) Click “Next”

Possible system Messages:
- Please enter valid data for policy information
  o Something was entered incorrectly
- ID has already been registered for this policy. Please contact...
  o The system displays the first and last name of whomever already completed this process.
8) Enter your desired username
9) Click “Next”
10) Choose your password, enter your contact information, and answer the security questions.
11) Click “Register”

Congratulations, your account is now active and can be used to navigate the secure website as well as set-up additional users!