Allegiance℠
by Cigna Healthcare

Employee Guidebook
for
The Allegiance Website

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

1. Go to www.askallegiance.com/apl.
2. Click on "Employee/Employer 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

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, same-sex domestic partners and children 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).

Document Library

Your Description of Benefits 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.

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 800-877-1122 and ask for website assistance.

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