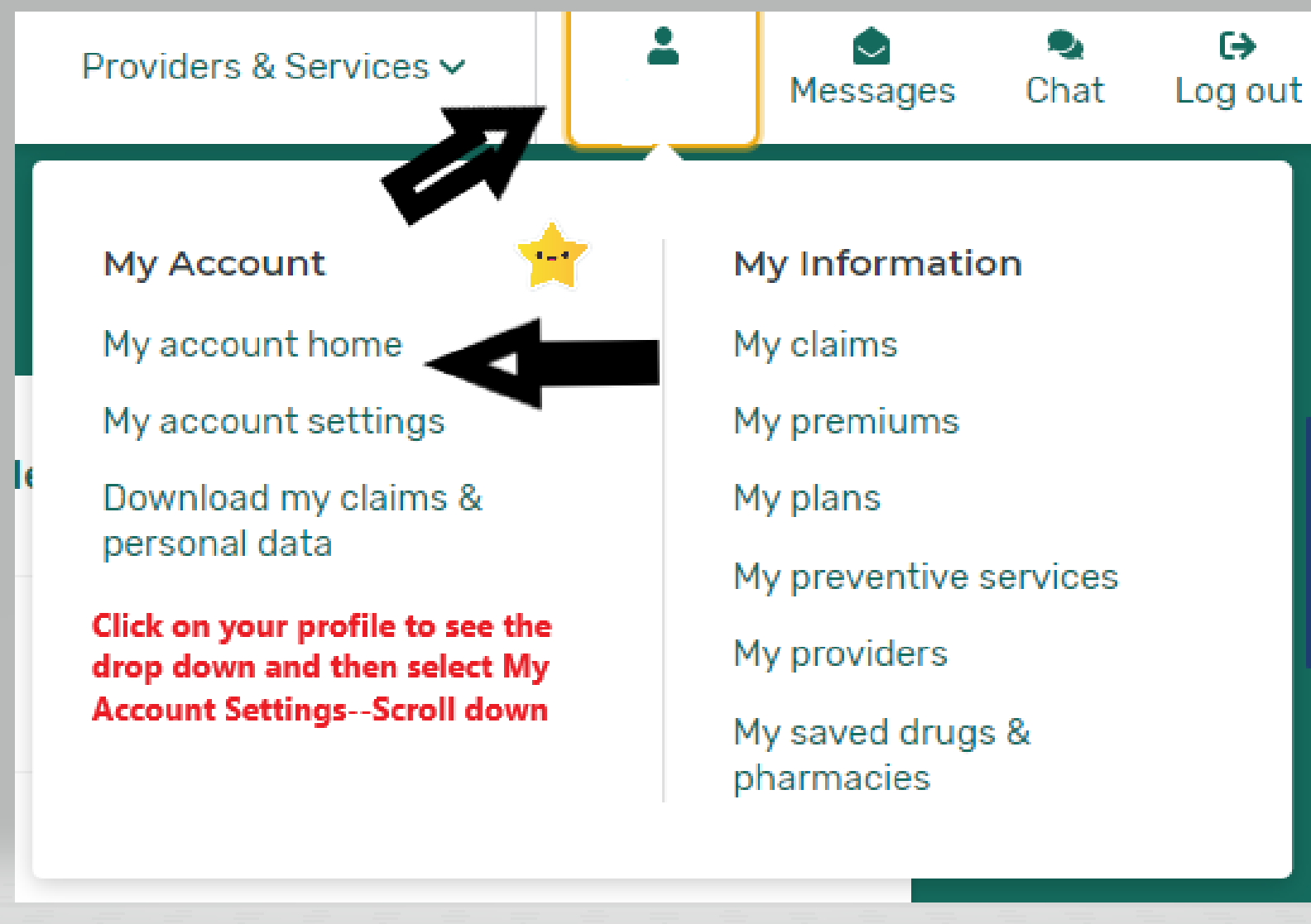


How to Add a Medicare Representative to Act on your Behalf

Go to: <https://www.medicare.gov/account/login/> Create an Account or Sign In



The screenshot shows the Medicare.gov account dashboard. At the top, there are navigation links: "Providers & Services" with a dropdown arrow, a profile icon, "Messages", "Chat", and "Log out". A yellow box highlights the profile icon. A large black arrow points from the profile icon to the "My Account" section. Below "My Account", there is a yellow star icon with three dots. A second large black arrow points from the star icon to the "My account settings" link. In the "My Information" column, there is a list of links: "My claims", "My premiums", "My plans", "My preventive services", "My providers", and "My saved drugs & pharmacies".

My Account

- My account home
- My account settings
- Download my claims & personal data

My Information

- My claims
- My premiums
- My plans
- My preventive services
- My providers
- My saved drugs & pharmacies

Click on your profile to see the drop down and then select My Account Settings--Scroll down

Scroll down on the page when you see your account settings

My account settings

Scroll down on the page

My information

Jo Shmo
1234 Wonderworld drive
Utopia Earth 123456

If the address listed is not your current address please contact the Social Security Administration (SSA) and [Report your change of address.](#) ⓘ

Email

[Edit email address](#)

My communication preferences

Medicare & You handbook

You're currently getting your Medicare & You handbook electronically.


Electronic Medicare Summary Notices (eMSNs)

You're currently getting your Medicare Summary Notices (MSNs) electronically. To get them by mail instead, select "Edit my communication preferences".

Medicare emails








You're subscribed to email from Medicare.

If you recently changed your communication preferences, the update may take up to 10 days to process. You can check your preferences by returning to this section at a later time.



Select Manage My Representatives

What do you want to do?

 Print my Medicare card	 Pay my premium	  Manage my representatives
 Change my username and password	 View my connected apps	 Check my order history

Select Add/Change Representatives

My representatives

You can authorize someone you trust to talk to us about your Medicare, if you aren't able to yourself.

Add/Change Representatives

Enter YOUR Medicare Information FIRST and then click NEXT

You can then add your spouse/relative/friend or child and select a time frame or permanently and what information you want to be disclosed.

Reason is

At My Request

Now in the event you are sick and cannot contact Medicare, you have authorized electronically someone else who can and they will see this on your account. Have the authorized representatives address for verification.