



# MYHEALTHPLAN PERSONAL URL RENAMING PROCESS

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OPEN A NEW WORD DOCUMENT. LOG INTO YOUR MHP ACCOUNT AND CLICK ON “ACCOUNT OVERVIEW” IN THE TOP RIGHT CORNER OF THE LOG IN SCREEN.



The screenshot shows the MyHealthPlan user interface. At the top left is the MyHealthPlan logo. To the right of the logo are navigation links: 'Search profile', 'New profile', a user icon, and the name 'Jennifer'. A dropdown menu is open for 'Jennifer', showing options: 'Jennifer Nacius', 'Logout', and 'Account overview'. The 'Account overview' option is circled in yellow. Below the navigation is a 'Search beneficiaries' section with several input fields: 'First name', 'Last name', 'Date of birth', 'Phone number', 'Email address', 'Confirmation number', 'MBI', 'Application start date', 'Application end date', and 'Agent username'.

WHILE IN “ACCOUNT OVERVIEW” CLICK THE COPY LINK BELOW “MY SHOPPING LINK”.YOU KNOW IT HAS BEEN COPIED WHEN IT SAYS COPIED IN GREEN



The screenshot shows the MyHealthPlan website interface. At the top left is the MyHealthPlan logo, which includes a colorful cross icon. To the right of the logo are navigation options: 'Search profile', 'New profile', a user profile icon, and the name 'Jennifer'. A 'Contact us' link is also visible in the top right corner. The main heading of the page is 'Account overview'. Below this, there is a section titled 'My shopping link'. The text in this section reads: 'Send your personalized link to the client to get them started with shopping for plans. Don't worry, you will get credit if the client rolls in any of these plans.' A green checkmark and the word 'Copied' are displayed above a 'Copy link' button, which is circled in yellow.

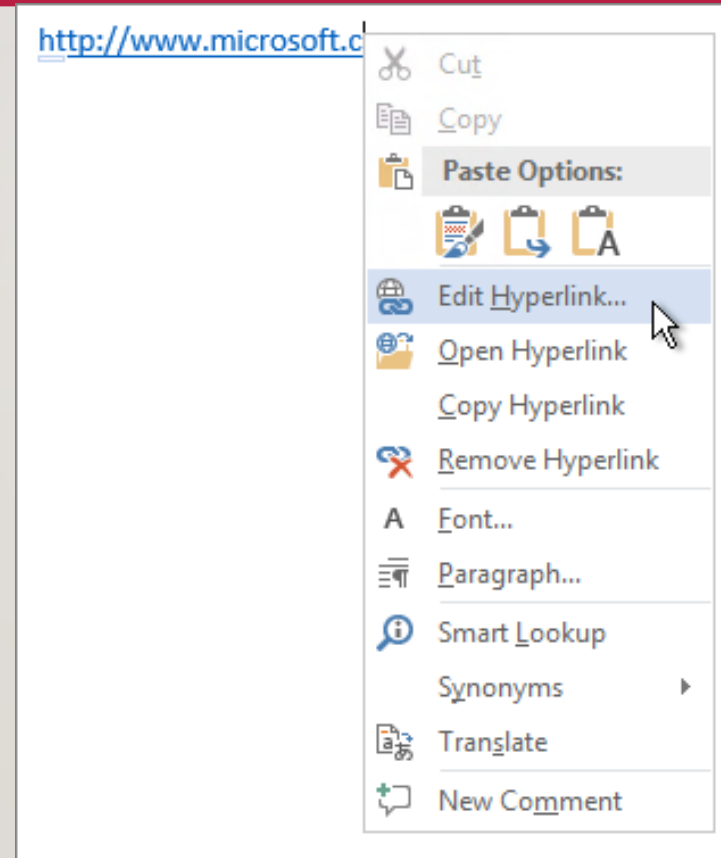
PASTE YOUR PURL IN THE WORD DOCUMENT.  
AFTER THE LINK IS PASTED, CLICK ENTER  
AND THE LINK WILL TURN BLUE IF NOT  
ALREADY.

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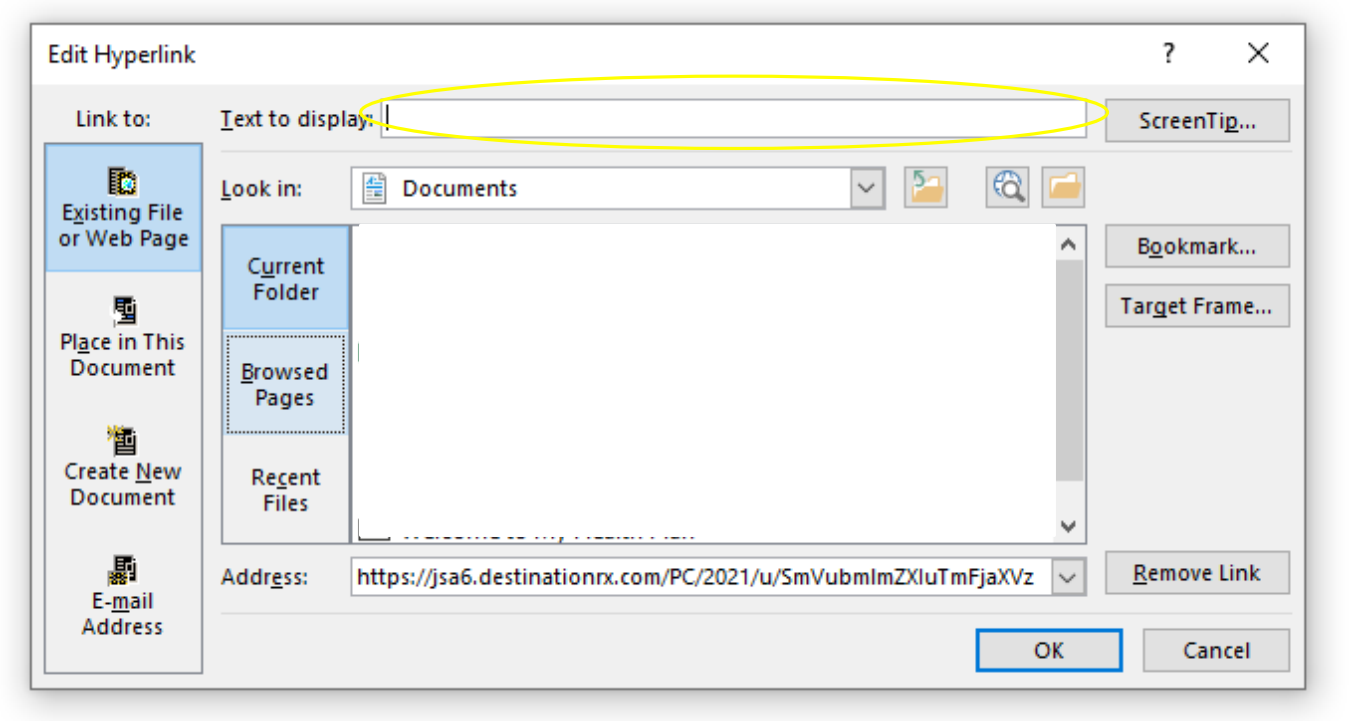


<https://jsa6.destinationrx.com/PC/2021/u/SmVubmlmZXluTmFjaXVz>

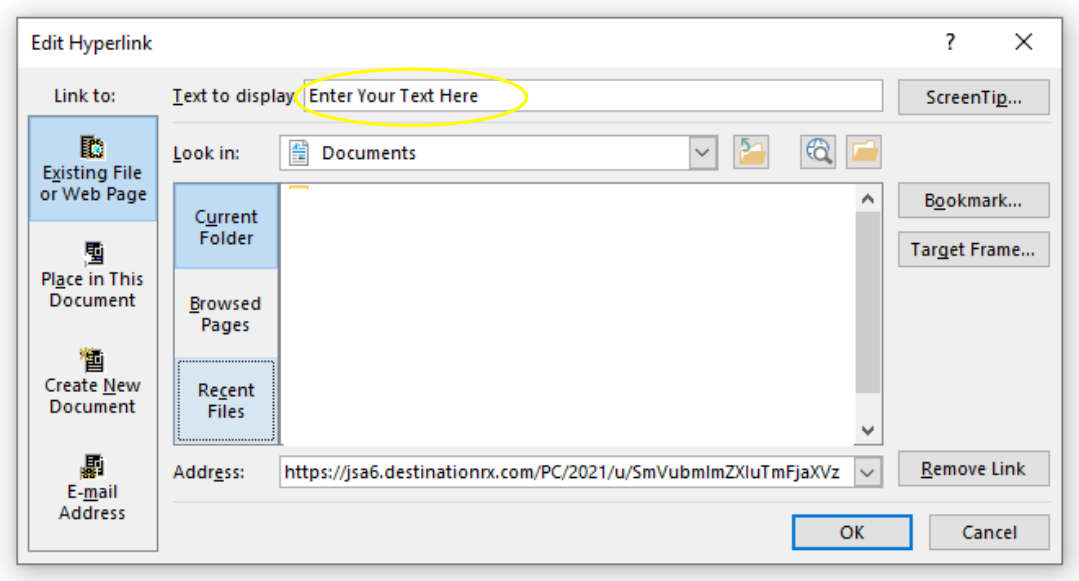
PUT YOUR CURSOR OVER THE BLUE LINK AND RIGHT CLICK YOUR MOUSE. SELECT “EDIT HYPERLINK” FROM THE OPTIONS BOX THAT APPEARS.



CLICK THE TOP TEXT BOX LABELED “TEXT TO DISPLAY”  
AND CLEAR OUT THE CONTENTS.



ENTER THE TEXT YOU WOULD LIKE TO DISPLAY AND CLICK OK.  
THE LINK WILL NOW DISPLAY THE TEXT YOU ENTERED



[Enter Your Text Here](#)



SAVE THE LINK IN THE WORD DOCUMENT FOR FUTURE USE.

