

How to Obtain A Summary of Insurance Benefits

Welcome to your ACCE insurance coverage!

Please follow the steps below to obtain a complete summary of the insurance benefits provided by your employer through ACCE.

1. Please go to the ACCE website at <http://www.acce.org/>
2. Click Login button on the upper right-hand corner:
 - a. Enter Username – this will be your work email.
 - b. Enter Password - ACCE sent you a first-time login email when you were added to our system. If you did not see it and have not already completed your initial login you may need to contact membership@acce.org to request a password reset as the system generated passwords are time sensitive.
3. On the next screen, choose “Click here to continue to your member portal”.
4. Once in the member portal, select “Insurance Certificate” from the menu on the left-hand side of the screen.
5. Click on “Generate Insurance Certificate” and you will receive the following message:

Certificate creation successful! Please look out for an email containing your latest insurance certificate.

6. Go to your email and you will find the requested Summary of Insurance Benefits.
 - a. Email sender is implementations@fonteva.com (Fonteva Membership) and the summary of benefits will be attached as a pdf file for your convenience.
 - b. If you don't see this email within a few minutes, please check your Junk or Spam folders. If still not found, then contact your IT department to update this sender as an approved sender.

