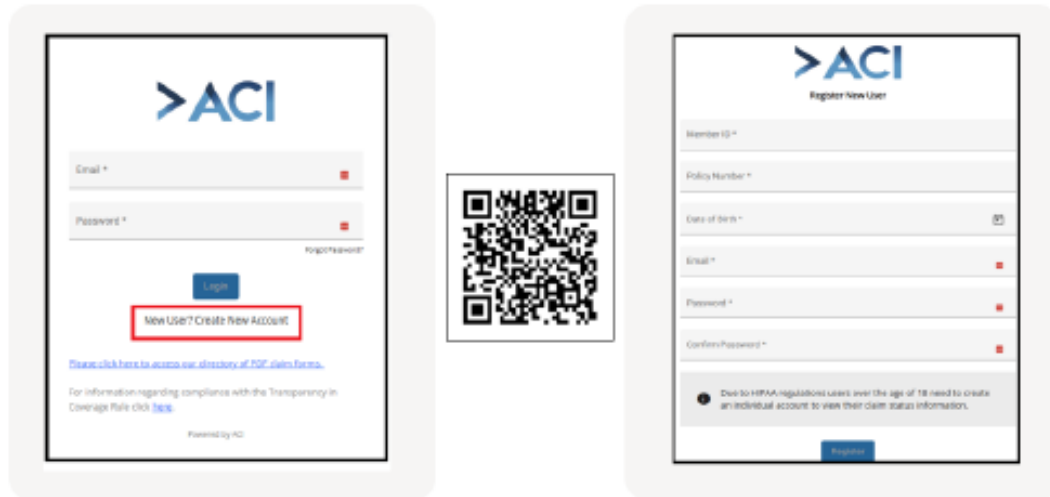


Welcome to Administrative Concepts, Inc.

Register as a new user for your Member Portal:

- <http://portal.acitpa.com/member/login>
- Complete the form with your insurance card and your information.
- Use your school email address
- View your insurance information, submit claims, and review your explanations of benefits (EOBs).



For questions regarding your plan or claims, please contact our ACI Team:

- Customer Service (Toll-Free): (888) 283-6463
- Email: claims@acitpa.com

****Hours of Operation: 8 am – 8 pm EST, Monday through Friday ****

For pharmacy questions, contact Express Scripts:

- Customer Service: (800) 400-0136
- Rx Bin: 061004

To fill a prescription, please go to an In-Network pharmacy and provide the ID card. Coinsurance and/or copay apply for each 30-day supply.

For additional support or questions, contact Student Insurance:

- Christine Donegan via email: cdonegan@studentinsuranceusa.com
- Phone: (818) 449-9074

Visit the Student Insurance Website for additional plan highlights and resources:

[Find Your School- Student Insurance](#)