How to Share your DocuBank Info with Loved Ones

Prepare your family if you're hospitalized — even if they don't have your DocuBank Card.

1. ## Email loved ones access to your DocuBank membership & advance directives.
   Make loved ones aware of your DocuBank® membership and your advance directives (your health care power of attorney, living will, etc). **We highly recommend** *that you send this email to your* **health care power of attorney*,** *the person you've chosen to speak for you if you can't speak for yourself, so they will be prepared. Send to other loved ones as you wish.*

   - Log into your DocuBank membership at docubank.com.
     You will need your member number, PIN (both located on your card) and your personal password. If you have not logged in before your password is set as your 5 digit zip code. If you have any problems logging in, please click *What's my password*.

   - On the left side menu, click on the **Resources** tab.

   - Then click **Alert My Family**. This opens the **Family Notification Assistant**.

   - Complete the **information requested** about the recipient of this email. The "**personalized message**" is required.

   - Click the **Include Directives** button if you want the recipient to also receive an actual copy of your advance directive documents.

   - Click **Preview Message** at bottom of the screen (required). Click **Send.**

   - To email additional loved ones: select **"Send another message? Click Here"** on the screen, just below "YOUR MESSAGE HAS BEEN SENT!"

   *To see whom you've chosen as your health care power of attorney, look at your actual Health Care Power of Attorney document or view it at docubank.com (print/review option on left hand side.)

2. ## Choose whether to alert your loved ones when your DocuBank Card is used.

   Would you like your Emergency Contacts to be alerted (via email) any time your DocuBank card is used? If so, sign up for **Alerts for Your Emergency Contacts.** *These contacts will immediately receive an email from DocuBank letting them know that they will be alerted any time your DocuBank card is used.*

   - While you are still logged into your membership, on the left side menu click the **Update Info** tab.

   - Scroll down to section **B. Emergency Contacts.** For each Contact, **add an email address** if one is not already listed. If you don't want a particular Contact to be alerted, simply remove their email address.

   - Scroll down to **Optional Alerts** (just after Contact 3). Click the box for **Notify Emergency Contacts**.

   - Scroll to the bottom of the page and click **Save.**

DocuBank®
Instant Access to Vital Documents