

The URL for the portal is <https://mesa.leadingedgeadmin.com/>

- ✎ The following are quick steps on how to register as a member via the Leading Edge Administrators MESA Portal
- ✎ Click on Sign Up Now (**have your Member ID # available**).
- ✎ Select Employee or Dependent
- ✎ Enter Email address
- ✎ Enter your Identification Number, this is your ID number (**Located on your member medical ID card**)
- ✎ Enter all required fields (**listed with an "*"**) – Name, DOB, Etc. When entering your name, enter it exactly how it appears on your medical identification card. Ex. If your name has a middle initial or middle name listed with your first name, you must enter your first name with middle initial or name in the first name field. This should mirror your ADP Payroll name.
- ✎ Enter your desired username, password, and security questions/answers.
- ✎ Review all entered information, read disclaimer, and electronically sign with date.

Once registration is complete, you will receive a confirmation email. You will then be able to logon and view your account details which include your plan summary, claims, search for a provider and request permanent and temporary ID cards.

If you need assistance with an ID card request or your medical ID number and are not able to access the portal, please contact Concierge Services at 844-864-5011 between 9AM-6PM EST.