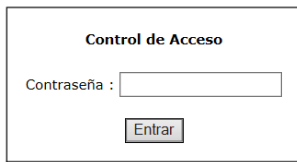


Sinergia Medica – Temporary ID Card Instructions

1. Click on this link to obtain a temporary Id card, Internet Explorer needs to be used, <http://www.sinergiamedica.net/v2/credentials/credential.php>
2. On your screen you will see a box like the one below



3. Under **Contraseña** (*Password*) type in smcred13
4. Click **Entrar** (*Enter*)
5. The following should appear on your screen. You will notice the card will populate as you input information in the boxes provided.



6. Under **Tipo de Impresión** (*Card Format*), select **Blanco y Negro** (*Black & White*)
7. In the **Poliza** box type in your Mission Number, please refer to table on second page
8. **ID Asegurado** (*Aetna Id*) section, include your Aetna Id Number, WXXXXXXXXXXXX
9. **División** (*Mission location in Mexico*), please refer to table on second page
10. **Tipo** (*Titular, Cónyuge o Hijo*) (*Member, Spouse or Child*) Select one of the options depending on who you are requesting this temporary Id card for
11. Missionary's Information
 - a. **Nombre** (*First Name*)
 - b. **Apellido Paterno** (*Paternal Last Name*)
 - c. **Apellido Materno** (*Maternal Last Name*)
12. **Fecha Ingreso** (*Día, Mes, Año*) *Effective Date (Day, Month, Year)*
13. **Empresa** (*Church Name*) *The Church of Jesus Christ of Latter-day Saints*
14. **Fecha Vigencia** *Termination Date (Day, Month, Year)* This section is optional and should only be entered if you know this information
15. Click **Generar credencial e Imprimir**

Mission Name	Division	Mission #
<i>Chihuahua</i>	Chihuahua	299775-17-001
<i>Cuernavaca</i>	Cuernavaca	299775-17-002
<i>Culiacan</i>	Culiacan	299775-17-003
<i>Guadalajara</i>	Leon	299775-17-004
<i>Guadalajara East</i>	Leon	299775-17-005
<i>Hermosillo</i>	Hermosillo	299775-17-006
<i>Aguascalientes</i>	Leon	299775-17-007
<i>Monterrey East</i>	Monterrey	299775-17-008
<i>Monterrey West</i>	Monterrey	299775-17-009
<i>Merida</i>	Merida	299775-17-010
<i>Mexico City E</i>	Distrito Federal	299775-17-011
<i>Mexico City N</i>	Distrito Federal	299775-17-012
<i>Mexico City NW</i>	Distrito Federal	299775-17-013
<i>Mexico City S</i>	Distrito Federal	299775-17-014
<i>Mexico City SE</i>	Distrito Federal	299775-17-015
<i>Mexico City W</i>	Distrito Federal	299775-17-016
<i>Tampico</i>	Tampico	299775-17-017

Mission Name	Division	Mission #
<i>Oaxaca</i>	Oaxaca	299775-17-018
<i>Puebla North</i>	Puebla	299775-17-019
<i>Puebla South</i>	Puebla	299775-17-020
<i>Tijuana</i>	Tijuana	299775-17-021
<i>Torreon</i>	Torreon	299775-17-022
<i>Tuxtla Gutierrez</i>	Tuxtla Gutierrez	299775-17-023
<i>Veracruz</i>	Veracruz	299775-17-024
<i>Villahermosa</i>	Villahermosa	299775-17-025
<i>Xalapa</i>	Xalapa	299775-17-026
<i>Ciudad Juarez</i>	Cd. Juarez	299775-17-027
<i>Ciudad Obregon</i>	Cd. Obregon	299775-17-028
<i>Cancun</i>	Cancun Quintana Roo	299775-17-029
<i>Mexico City Chalco</i>	Chalco Edo de Mexico	299775-17-030
<i>Pachuca</i>	Pachuca	299775-17-031
<i>Queretaro</i>	Queretaro	299775-17-032
<i>Reynosa</i>	Reynosa	299775-17-033
<i>Saltillo</i>	Saltillo	299775-17-034