Pompton Lakes Board of Education

DocFind Instructions – Initial Enrollment

Step 1: Visit Aetna's website at www.aetna.com

Step 2: At the top of the webpage, click on "**Find A Doctor**"

Step 3: On right side of page under the section labeled "**Don't have a member account?"** select "**Plan from an employer**" (*1st choice on the list*)

Step 4: Under Continue as a Guest, enter you zip code, city, state, or county

Step 5: You will be asked to **"Select a Plan";** use the Key below to help you make the correct selection:

If you are enrolled in a	DocFind Plan selection is…
Aetna Choice POS II $10 and $15 Open Access *(Formerly Horizon Direct Access $10, Horizon Direct Access $15)*	Category Heading = **Aetna Open Access Plans** Name = Aetna Choice POS II (Open Access)
Aetna Choice POS II NJEHP *(Formerly Horizon NJEHP)*	Category Heading = **Aetna Open Access Plans** Plan Name = Aetna Choice POS II (Open Access)
Aetna Garden State Plan *(Formerly Horizon GSHP)*	Category Heading = **Aetna Whole Health Plan** Plan Name = (NJ) Aetna Whole Health New Jersey Choice POS II

Step 6: Click **CONTINUE** to search for the type of provider