



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 “**Not a member yet**” 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 enrolling in an...	DocFind Plan selection is...
Aetna QPOS plan (PCP required)	Category Heading = <u>Aetna Standard Plan</u> Plan Name = QPOS
Aetna Choice POS II plan including NJEHP	Category Heading = <u>Aetna Open Access Plans</u> Plan Name = Aetna Choice POS II (Open Access)

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