

**DocFind Instructions – Initial Enrollment**

**Step 1:** Visit Aetna’s website at [www.aetna.com](http://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:

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| **If you are enrolling in an…** | **DocFind Plan selection is…** |
| **Aetna Choice POS II plan**  (NJ Direct 10 and NJ Direct 15 under State Plan) | Category Heading = **Aetna Open Access Plans**  Plan Name = Aetna Choice POS II (Open Access) |
| **Aetna HMO**  (Horizon HMO under State Plan) | Category Heading = **Aetna Standard Plan**  Plan Name = HMO |

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