



DocFind Instructions – Initial Enrollment

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

Step 2: At the top of the webpage, click on **Member Support >Account Management>Find a Doctor**

Step 3: On right side of page under the section, labeled “**Guests**” 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:

DocFind Plan selection is...
Category Heading = <u>Aetna Open Access Plans</u> Plan Name = Aetna Health Network Only (Open Access)

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