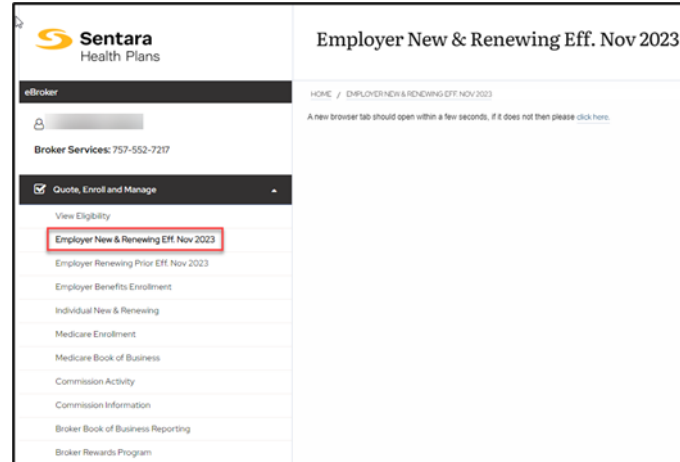**Purpose**: Instructions to locate or find the Plan number for an Account in eBroker.
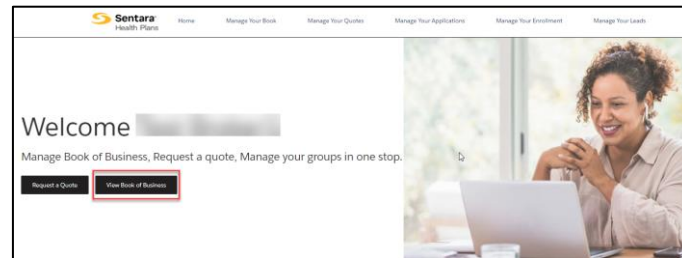
- "Plan Number" or "Group Number" are the same thing.
- "Group Name" or "Account Name" are the same thing.

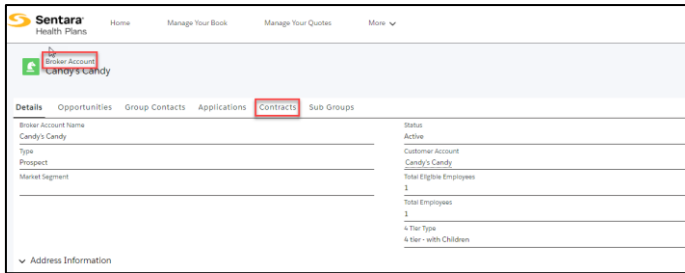|	
After you login, the Sentara Health Plans landing page displays. Under the **Quote, Enroll and Manage** Section, click **Employer New & Renewing Eff. Nov 2023.**	
Click on **View Book of Business**.	
The **Broker Accounts** page displays your list of **Accounts**. Note: Click the arrow next to **Recently Viewed** to display the **entire Book of Business**, otherwise you will only be searching the Account from your recently viewed list of options and the Account you are searching for might not display. Click on the desired **Broker Account Name in the list**.	
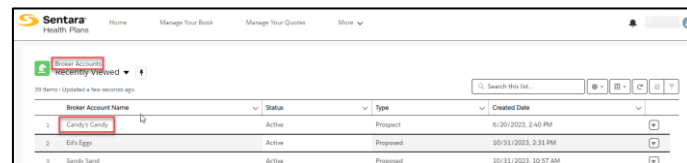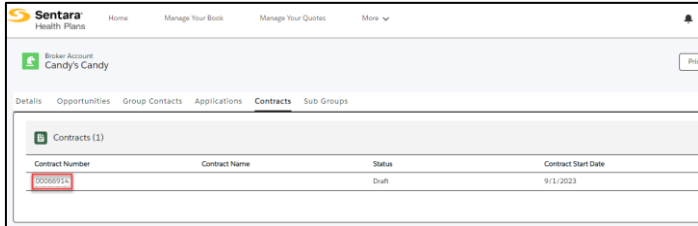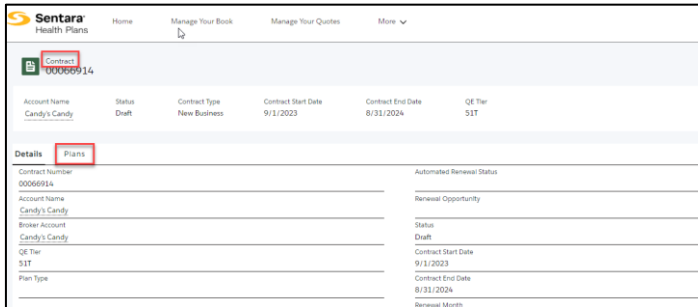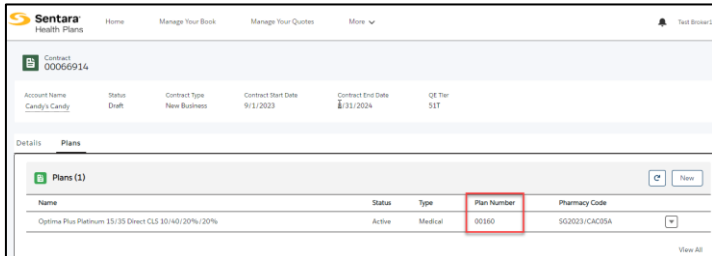
The **Broker Account** page displays. Click on the **Contracts** tab.	
Click on the **Contract Number**.	
The **Contract** page displays. Click on the **Plans** tab.	
The **Plan Numbers** displays in the Plan Line items.	