

Step by Step: Register for the Member Website

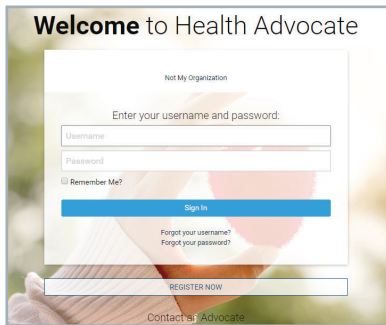
1

- Go to **HealthAdvocate.com/members**
- Type the name of your organization and select it from the drop-down box
- Click **Continue**



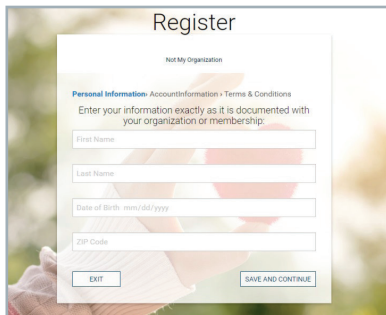
2

- Click **Register Now**



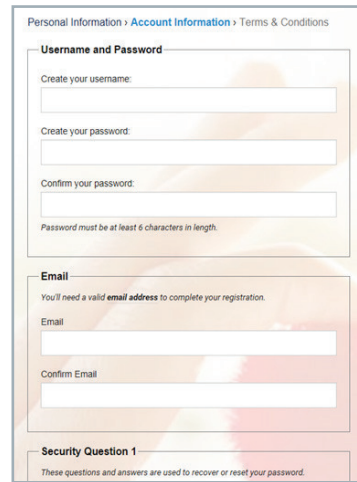
3

- Enter your personal information
- Then click **Save and Continue**



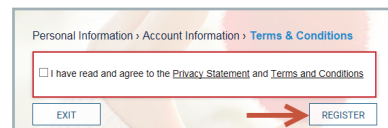
4

- Create a unique username and password
- Provide an active email address
- Select security questions
- Then click **Save and Continue**



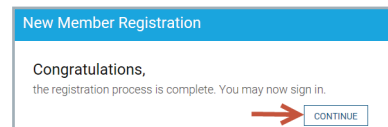
5

- Read Privacy Statement and Terms and Conditions
- Place a check mark in the box indicating the terms have been accepted
- Click **Register**



6

- You will receive a message, congratulating you and advising you to sign in by clicking on **Continue**
- Verify your account through your email before logging in for the first time



Having trouble accessing the website—we can help.



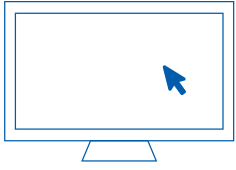
866.799.2731

Email: answers@HealthAdvocate.com
Web: HealthAdvocate.com/members

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Step by Step: Two-Factor Authentication

7

- Log in using your username and password

8

- After logging in, you'll be asked to secure your account. Click **Request Code**

This important feature provides improved security and you will no longer be required to change your password every 90 days.

9

- Enter the verification code that is sent to you via email and click **Submit**
- You'll then be directed to the website

10

You will be asked to enable two-factor authentication each time you log in from a new device.

Once it is enabled on a device, you will not be asked to do so again on that device. You can manage your settings from the **Preferences** menu.

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