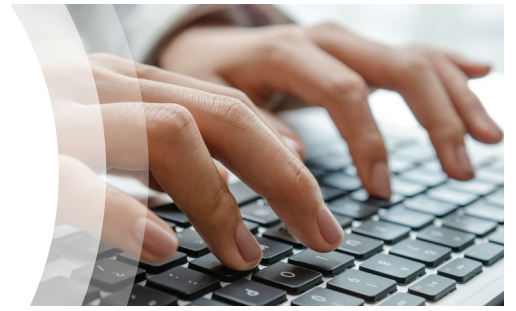
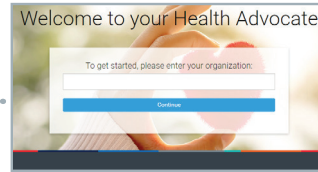


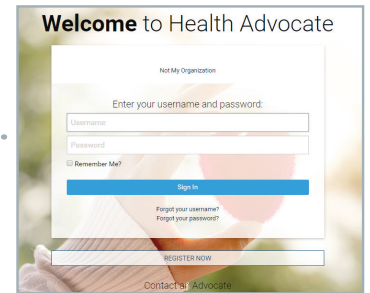
# Register for the Member Website



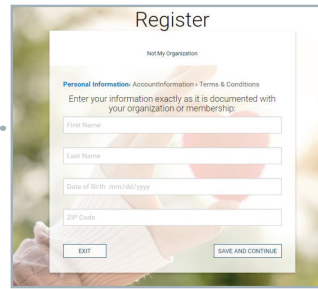
- Go to **HealthAdvocate.com/members**
  - Type the name of your organization and select it from the drop-down box
  - Click **Continue**



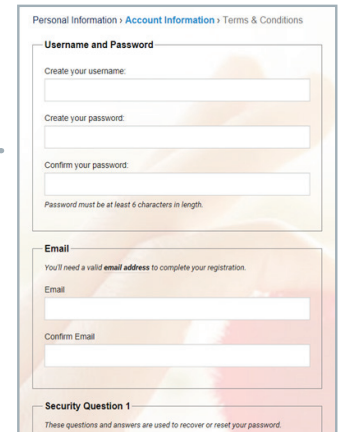
- Click **Register Now**



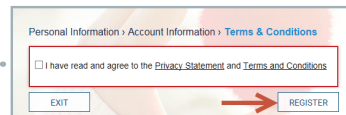
- Enter your personal information
  - Click **Save and Continue**



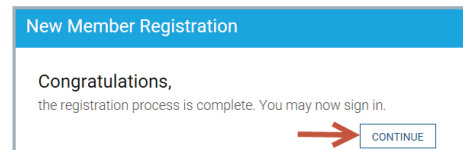
- Create a unique username and password
  - Provide an active email address
  - Select security questions
  - Click **Save and Continue**



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



- 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



**866-799-2485**

Email: [answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com)



Web: [HealthAdvocate.com/members](http://HealthAdvocate.com/members)

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# Give your family access to Health Advocate!

7

- Hover your cursor over **Preferences** (⚙️) in the upper right-hand corner of the web page
- Select **Manage Dependents** from the drop-down



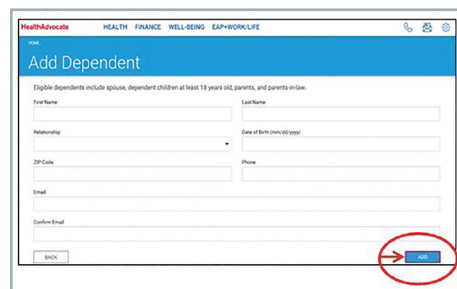
8

- Click on **Add** from the **Manage Dependents** screen



9

- Complete the required information and click **Add**
- The dependent must look for an email from Health Advocate and follow the registration instructions



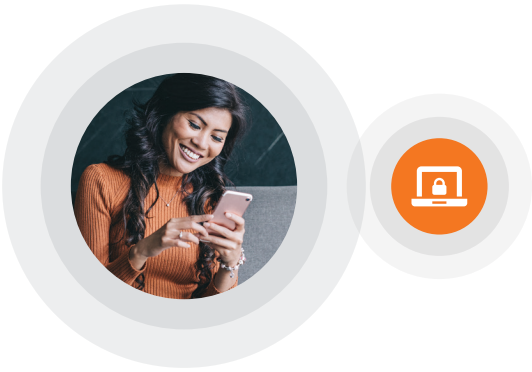
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# Two-Factor Authentication

- 10** • Log on using your username and password

- 11** • After logging on, 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.

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

- 13** You will be asked to enable two-factor authentication each time you log on 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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