Register for the Member Website

1
- Go to your Health Advocate website
- 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
- Click **Next**

4
- Create a unique **username** and **password**
- Provide an active **email address**
- Enter your mobile number (optional)
- Select whether or not you would like to receive **text messages** from Health Advocate
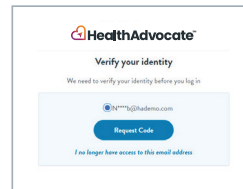
5
- Select security questions
- Read Privacy Statement and Terms and Conditions
- Place a check mark in the box indicating the terms have been accepted
- Click **Submit**

6
- You will receive a message confirming your registration
- Prior to logging in for the first time, you will need to **verify your account** through your email
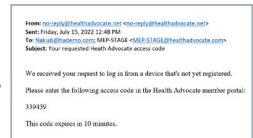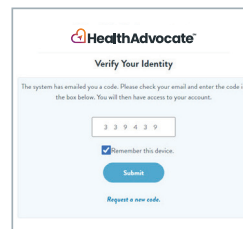
HealthAdvocate℠

Securing Your Account

1 When you log in to the website for the first time, you will be asked to verify your identity. Click on **Request Code** to begin

2 Check your email to obtain your code. Keep your Health Advocate website up as you do so.

3 Return to the website and enter the code in the box. Check **Remember this device** if you do not want to complete this process each time you sign on. Click **Submit**.

4 From here, you will be logged in to the Health Advocate website. The device will be recognized as secure.
Please note: Each time you log in from a new device, you will be asked to repeat this process.

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