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
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.