

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

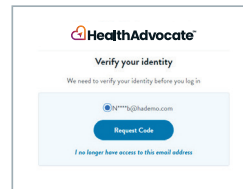
- 5
 - Select security questions
 - Read Privacy Statement and Terms and Conditions
 - Place a check mark in the box indicating the terms have been accepted
 - Click **Submit**

- 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

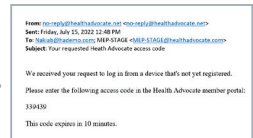
Securing Your Account



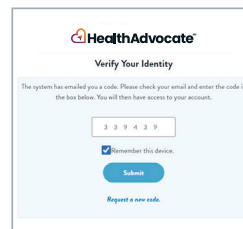
- 1 When you log in to the website for the first time, you will be asked to verify your identity. Click on **Request Code** to begin



- 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.



866-779-2731

answers@HealthAdvocate.com

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