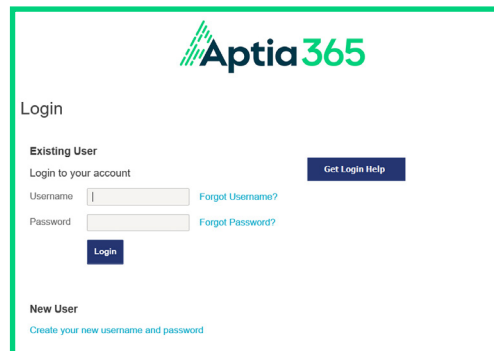


Guide to Logging into Your Online Account



ACCESS YOUR ONLINE ACCOUNT IN SECONDS

Aptia offers the ability for participants to manage their benefit account(s) online. If you have an email address on file with Aptia, you can create your account online. Log in to your online account and select [Create your new username and password](#) to begin.



Step 1 — User Identification: Complete the required fields. **Note:** You can provide either your social security number **OR** Employee ID number. Then, select [Next](#).

Step 2 — Enter One-Time Password: You'll receive an email with a one-time password. Enter the one-time password and select [Next](#).

Step 3 — Security Questions: Pick the security questions you would like to answer. **Note:** You will be prompted to answer security questions when completing certain functions within the portal. Then, select [Next](#).

Step 4 — Change Username and Password: A temporary username will auto-populate. Double click on the auto-populated username to personalize it. **Note:** Keep record of your personalized username and password. Aptia does not store this information. Then, select [Submit](#).

If you don't have an email address on file, we'll need to help you set up your online account. Please call us at 1-877-248-0510 within 30 days of joining Aptia to ensure you can access your account online when you need to.