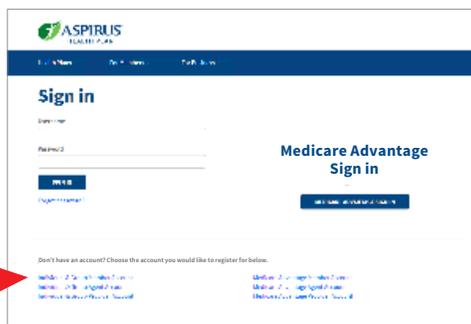
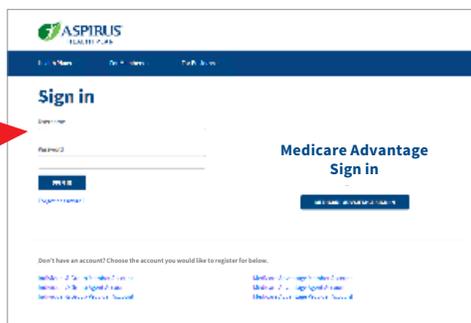


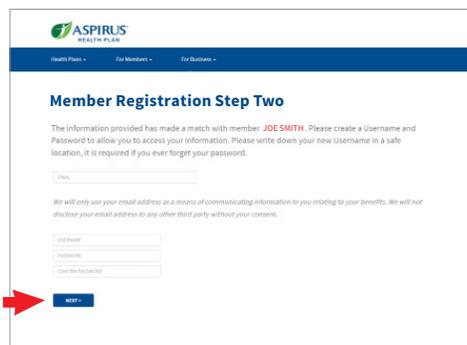
Member Account Registration Instructions



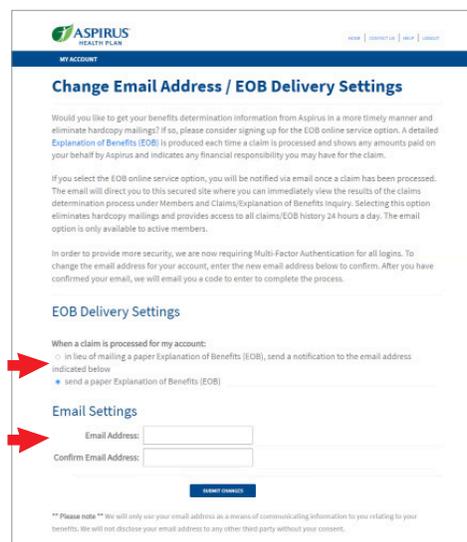
1. Visit aspirushealthplan.com, select **Sign in**, and then select **Individual & Group Member Account**. If you agree to the terms, click **I Accept**.
2. Enter the requested policy information from your ID card on the registration form.



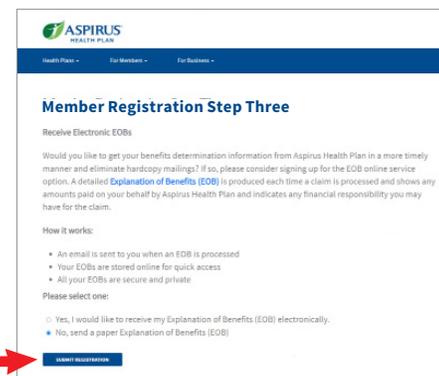
7. **Sign in** to your account at aspirushealthplan.com



3. Enter your email address.
4. Create a username and password, then select **Next**.

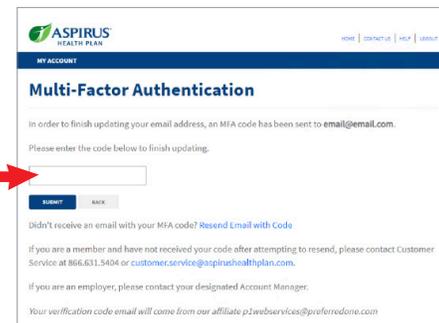


8. The first time you log into your account you will need to verify your **EOB Delivery Setting** and **Email Address**. When you are finished verifying, select **Submit Changes**.

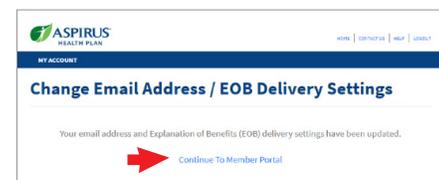


5. Select how you would like to receive your Explanation of Benefits (EOB).
6. Select **Submit Registration**. Your screen will change to **Member Registration Successful** with your new username.

You will also receive an email verifying your registration and account settings.



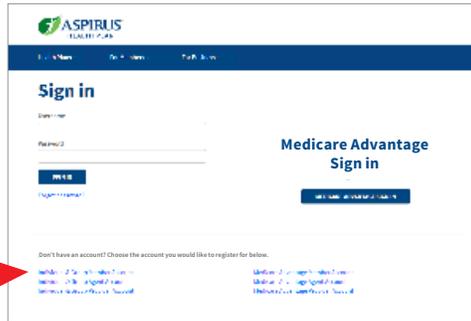
9. An **MFA Verification** email with a 6 digit token will be sent to the email address you verified. Enter the token number and select **Submit**.



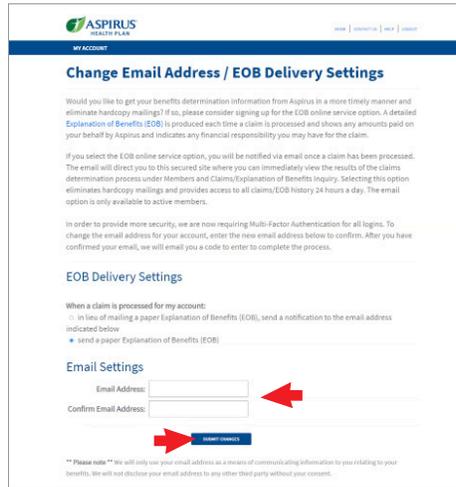
10. Your screen will change to a notice verifying your setting have been updated and you will receive an **Account Setting Change Notice** email verifying your selections. To learn about your benefits select **Continue to Member Portal**.

Multi-Factor Authentication (MFA) Set-up Instructions

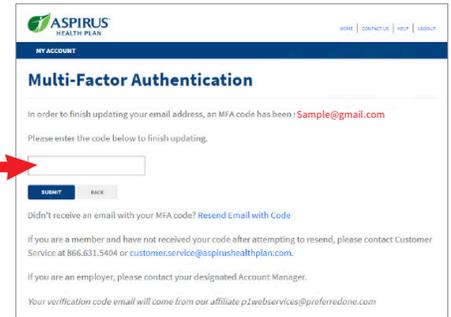
Existing Online Account MFA Set-up Instructions



1. **Sign in** to your account at **aspirushealthplan.com**.



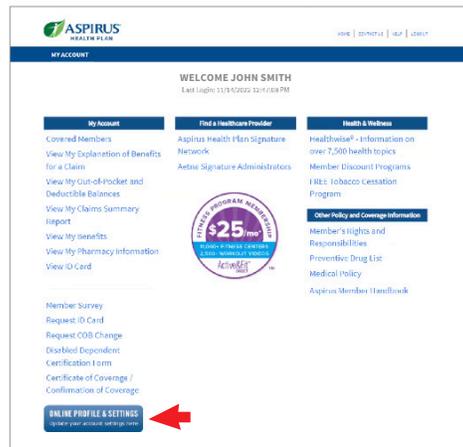
2. The first time you log into your account you will need to verify your **EOB Delivery Setting** and **Email Address**. When you are finished verifying, select **Submit Changes**.



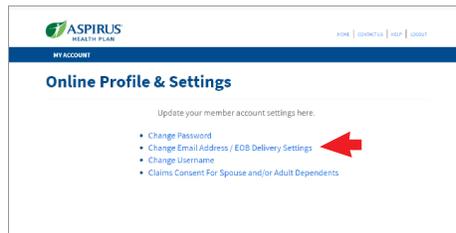
3. An **MFA Verification** email with a 6 digit token will be sent to the email address you verified. Enter the token number and select **Submit**.

Going forward, before you can access your account you will be sent an MFA Verification email with a new 6 digit token.

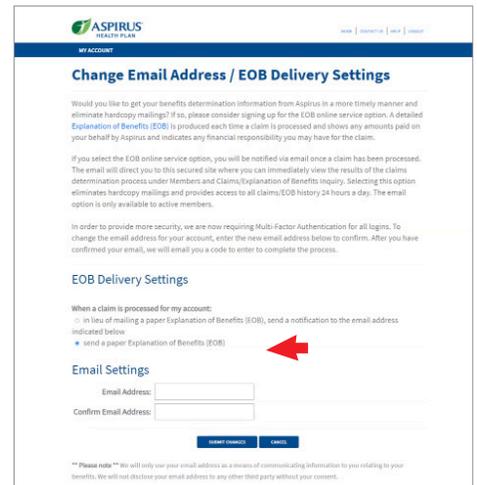
Changing Your Email Address On File



1. **Sign in** to your account at **aspirushealthplan.com** then select **Online Profile & Settings**.



2. Select **Change Email Address / EOB Delivery Setting**.



2. Type in your new email address, confirm and select **Submit Changes**.

Going forward, the MFA Verification email will be sent to your new email address each time you sign in.