

# How to activate your invitation

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## USER TIPS FOR THE SECURE EMPLOYER WEBSITE

### You will need

- A recent, valid “Welcome to the Employer Website” email (generated by your Group Administrator).
- An email address you want to use to register (does not need to be the same email address used for your welcome email).

### Steps

1. In the invitation email, select the “Activate now using the employer portal activation wizard” link.
2. When your web browser displays the “Login or Create an Account” page, click either Yes or No.
  - a. Click **Yes** if you previously had an employer account and want to maintain the user ID, password, and email address that were used to set up that employer account.
  - b. Click **No** if you need to create a new employer account. You should respond No even if you currently have a non-employer account, such as a member account, that you don’t want associated with your employer account.
3. Follow the instructions on the screen.
4. When your account is activated you will be required to accept the terms/conditions.

### Notes

- You must register within 7 days of receiving the invitation email. If you don’t, your invitation will expire and the Group Administrator will need to send another invite.
- Only your Group Administrator can invite you to the Employer Portal.
- After registering, if you do not have access to the necessary parts of the Employer Website, contact your Group Administrator to grant you increased access.