

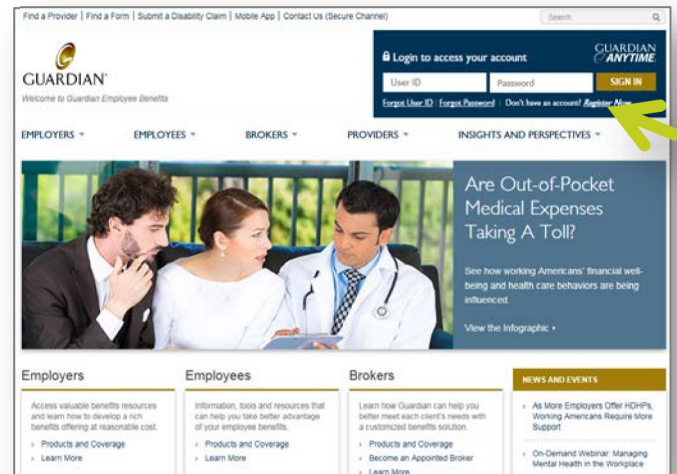
# GuardianAnytime helps you make the most of your workplace benefits

## Information when and where it's convenient for you:

Registering at GuardianAnytime takes just a few minutes, but gives you access to many tools that help you take full advantage of your benefits

- Find a provider and estimate costs
- Check claim status and receive emails when claims are paid
- View, download, and print materials:
  - ✓ Benefit Summaries
  - ✓ Forms
  - ✓ Certificate Booklets
  - ✓ Member ID Cards
  - ✓ Provider Directories

- 1 Go to [www.GuardianAnytime.com](http://www.GuardianAnytime.com), and click on the words "Register Now"



- 2 Choose your User Role by selecting "Member"

- 3 You must choose "I Agree" to the Member Disclosure Statement in order to continue

*Complete the Registration Process by following the instructions on the next page*






## GuardianAnytime Registration

### 4 Complete your profile by filling in the required fields of data

**Register for a Guardian Anytime Account**  
Please Complete all required fields to register for a Guardian Anytime Account.

\* Required Field

 **Create your Profile. It is simple and secure**

**Member Information**

First Name:  \*

Last Name:  \*

Personal E-Mail Address:  \*

Confirm Personal E-Mail Address:  \*

Telephone Number:    [What will we e-mail you?](#)

To protect the privacy of your information, the following information will be validated to confirm your identity. All fields are required.

Member's ID / Social Security Number:    Do not enter any leading alpha characters.

**Important:** Enter your ID or Social Security

Alternate ID:

Date of Birth:  /  \*

**Important:** Enter your date of birth, month and day only

Group ID:  \* Please enter numbers only

You will need your Plan Number (00549902), which is located on the front side of these instructions, near the top right corner of the page

### 5 Complete the process by creating a User Name and Password that you'll remember, then click the "Submit" button

**Create a User Name and Password**

User ID:  \*

Password:  \* [Guidelines for User ID and Password](#)

Confirm Password:  \*

Your challenge question will be used if you need to reset a forgotten password.

Please select a question from the list or create your own and enter the Challenge Answer.

Challenge Question:  \* [Guidelines for Challenge question and answer](#)

Own Challenge Question:  \*

Challenge Answer:  \*

**User ID and Password Guidelines**

**Guidelines for creating your User ID :**

- Must be at least 8 characters in length.
- Must not be more than 50 characters in length.
- Must be a combination of letters and numbers.
- Must not contain special characters such as #, @, \$, !, / etc
- Must not contain spaces.
- User ID's are not case sensitive.

**Guidelines for creating your Password:**

- Minimum of 8 characters and maximum of 50 characters in length.
- Must contain at least one uppercase, one lowercase letter, one special character or one number.
- Must not contain spaces.
- Your password is case sensitive.
- Must not contain your first name, last name, User ID or e-mail address.
- Must not contain more than 2 consecutive identical characters.

### 6 Click the "Submit" button to finish

