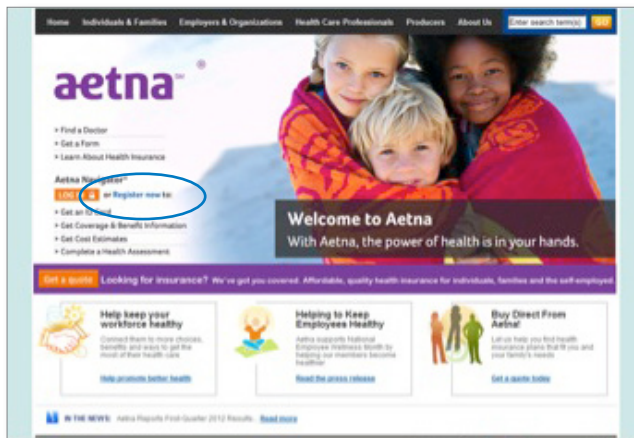


Introduction

This document is intended as a companion to the Health Plan Shopping Services Evaluation. For employees to use Aetna's shopping services tools, they must have registered on the Aetna's website. Below are instructions for registering on the site, including the URL for registration, what information the employee needs to have on hand; and how to get assistance.

Instructions for Login



Q: Where do I go?

Go to www.aetna.com

Q: What do I need to have in hand?

You'll need

1. Your name
2. Your birth date
3. Your ZIP code
4. Your Member ID number **or** have Member ID card in hand; instructions for locating Member ID number included in process.

Q: What do I do first?

Click on "Register Now"



Fill in the information in the required fields. The process will prompt you on how to find your member ID number.

If you have trouble, the avatar "Ann" in the upper right hand corner can answer questions or provide a live chat with a customer service representative.