

Registration Instructions

Your company has enrolled in the Edvantage® Small Business Program (ESB). ESB is a comprehensive employee benefit and work/life program providing tools and resources ranging from Wellness Services and Discount Purchasing Programs to Crisis and Mental Health Counseling. As a result of your employer's enrollment, you and your family now have access to this wide array of services and programs. To learn more and to take advantage of all ESB has to offer, please follow the instructions below to register:

PHASE I: DISCOUNT PURCHASING PROGRAM, PERSONAL ASSISTANT, TRAINING & WELLNESS REGISTRATION

- 1) Go to www.EdvantageProgram.com/SampleBusiness
- 2) In the upper left-hand corner of the page click the "Register" Button
- 3) Once on the Registration Form Page:
 - a. Fill out the required information.
 - b. Should you be required to enter an "Access Code", please use the "Access Code" listed on the right-hand side of this letter.
 - c. If you do not work directly for the company that has enrolled in ESB, please enter the name of your family member who is employed by the company in the field labeled "Employee's Name".
 - d. You will create a Username and Password that you will need to remember.
 - e. Once completed hit "Submit".
- 4) **YOU ARE READY TO GO!** Follow the additional instructions below to begin using all that Edvantage® Small Business has to offer.
- 5) **You must come to the Edvantage® Program website and LOGIN every time you wish to use Edvantage® in order to get credit for your purchasing activity and to access all components of the program. Please make sure your web browser has both "Cookies" and "Pop-Ups" enabled to ensure proper reporting.**

www.EdvantageProgram.com

Your Access Code:

SAMPLEBUSINESS

For Questions, email:

CustomerService@EdvantageProgram.com

PHASE II: EMPLOYEE ASSISTANCE PROGRAM

Now that you have finished the "Initial Registration", you can choose to complete your registration in order to get access to the Employee Assistance Program. This second level of registration is required due to the more personal and private information necessary to properly use these tools, resources and counseling. *If you do not wish to use these tools or resources, you are not required to continue with this stage of registration. Should you choose not to complete this registration, you may complete it any time in the future.*

In order to utilize the Counseling service,
please call

1 (800) 327-2255

For Questions, email:

CustomerService@EdvantageProgram.com

Your Group ID #:

EDVANTAGE

Your Access Code:

SAMPLEBUSINESS