

NEW MEMBER ENROLLMENT

STEP-BY-STEP GUIDE



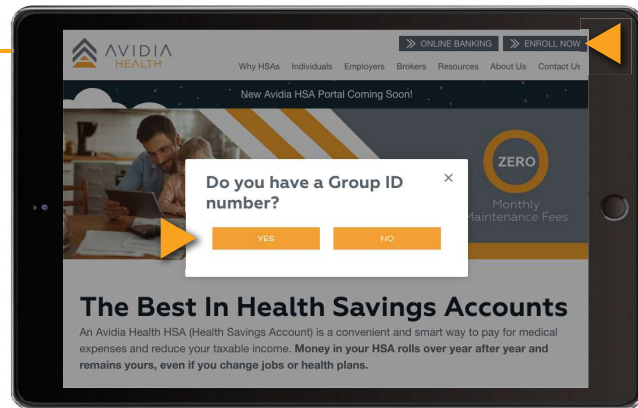
The account application should take 10-15 minutes of your time. Once your application has been approved, you will receive a welcome email with additional instructions. You will need the following information:

- » Your address
- » Your date of birth
- » Your social security number
- » Your Employer Group ID provided by North County Christ the King Church is: **AVINCCTK**

STEP 1

INDIVIDUAL ENROLLMENT

To begin, visit www.avidiahealth.com and select **Enroll Now** in the top right header. Select **Yes** to the prompt.

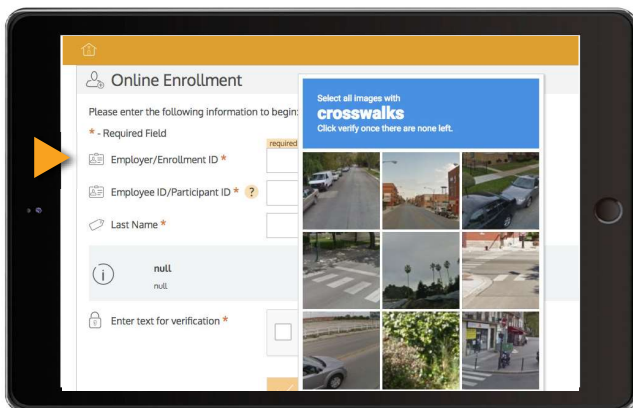
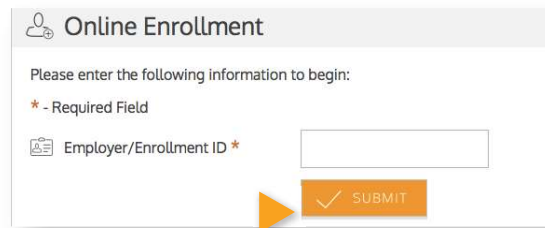


STEP 2

GROUP VERIFICATION

Enter your Employer/Enrollment ID and click **Submit**.

Employer/Enrollment ID: **AVINCCTK**



STEP 3

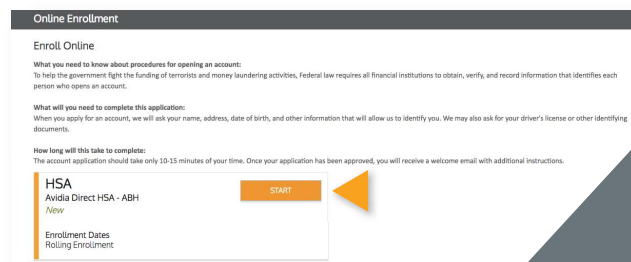
START APPLICATION

Please use your employer code **AVINCCTK** and your Social Security number for your employee ID. Enter your last name, the verification text and select **Submit**.

STEP 4

SELECT YOUR BENEFIT PLAN

Please choose to **Enroll Now** for the benefit plan by clicking on **Start**.



STEP 5 PERSONAL INFORMATION AND AUTHORIZED SIGNER

Enter your demographic information. If you would like to add an authorized signer, please do so at this point.

STEP 6 PAPER OR ELECTRONIC STATEMENTS

If you chose electronic statements, you will need to verify your ability to open PDF documents. Select [Click Here to Open PDF](#), a new window will pop up, copy the PIN number and paste it in the given box.

You do not need to install Adobe Reader if you are able to open the sample PDF file.

STEP 7 ADDITIONAL INFORMATION AND AGREEMENT

Add your primary and/or contingency beneficiaries. Provide your identification information and agree to the terms and conditions certifying identification and legality of agreement.

STEP 8 REVIEW, ACCEPT AND SUBMIT

Carefully review your information. You must open all disclosure documents and then agree to the terms of the agreements by clicking on [Yes, I Accept](#).

To finalize your application submission, complete the electronic submission box and click on [Submit](#).

CONGRATULATIONS!
You have completed your enrollment.

If you have difficulties with the application process, please call the HSA Support Center at 1.855.248.6311