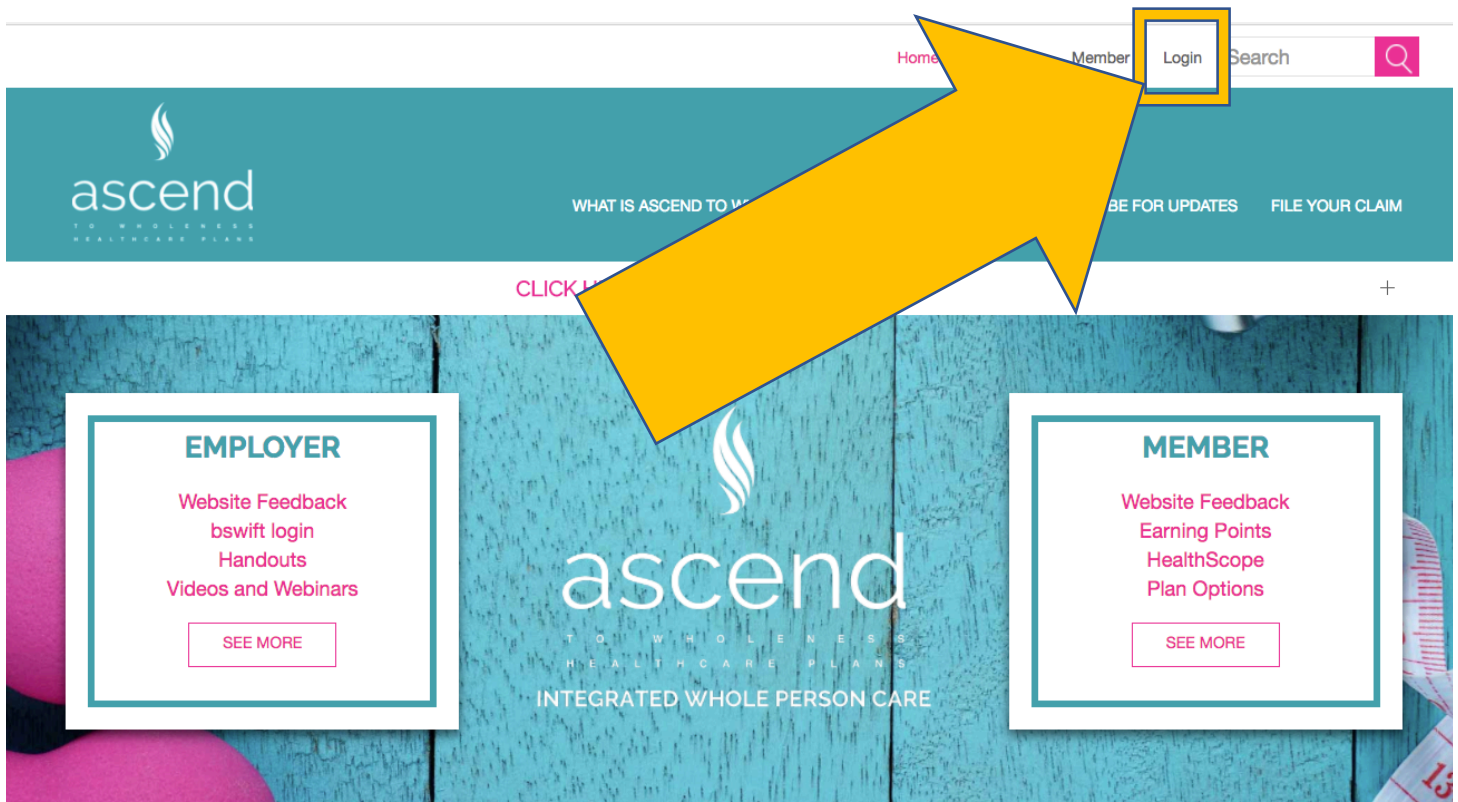


Single Sign-on Registration Guide

Ascend to Wholeness Single Sign-on is the ability to log into one place and have automatic access to all of your member services. This means you will only need to register on AscendToWholeness.org once, and only need one set of login credentials (user name and password) to access your member services, such as HealthScope and the Wellness portal. Once you are registered and logged in, all you need to do to access a member service is go to the Member Services page, click on the service you want, and click the button to go to that service.

How to Register for Single Sign-On

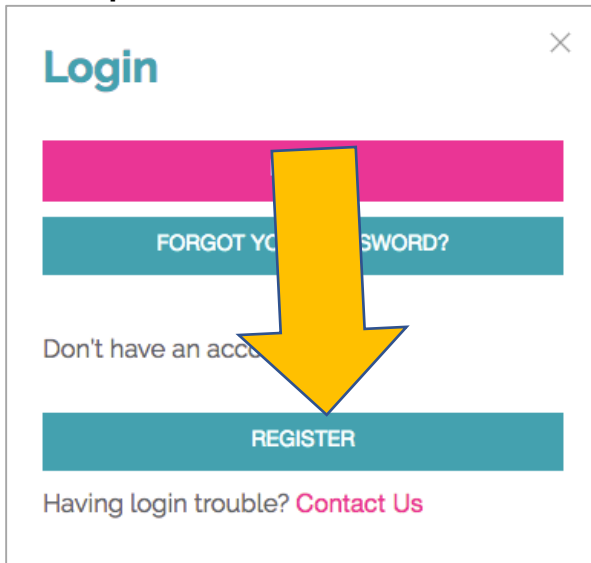
Step 1: Go to <https://ascendtowholeness.org>. **On Desktop**, in the top white bar menu, click “Login.” **On mobile devices**, access the menu by clicking the three lines in the top right-hand corner of the window and click “Login.”



Single Sign-on Registration Guide

Step 2: On desktop, in the lightbox that appears, click REGISTER. **On mobile**, click the “Register” button from the login page.

Desktop



Login [Close]

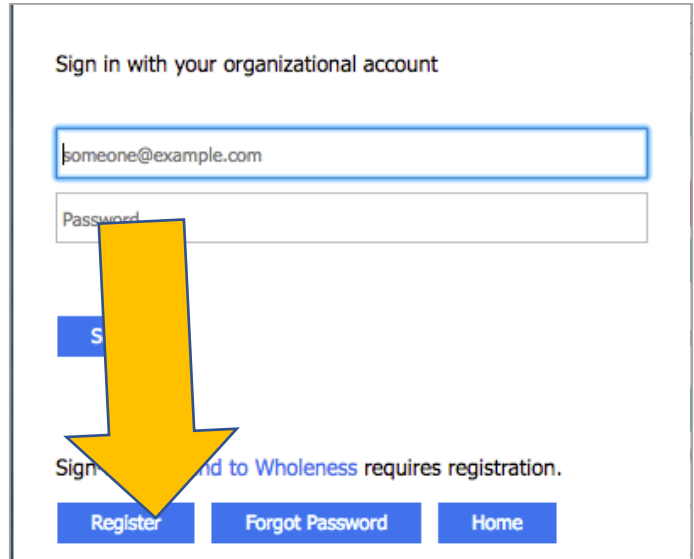
FORGOT YOUR PASSWORD?

Don't have an account?

REGISTER

Having login trouble? [Contact Us](#)

Mobile



Sign in with your organizational account

someone@example.com


Password

S

Sign in to Wholeness requires registration.

Register **Forgot Password** **Home**

Step 3: On the registration page, enter the information required to register exactly as it appears on your health care identification card. Use your home zip code on file with your employer.



ELIGIBILITY, AUTHORIZATION AND CLAIMS
SUBMIT ALL MEDICAL, DENTAL, AND VISION CLAIMS TO OUR THIRD PARTY ADMINISTRATOR (TPA):

HealthSCOPE BENEFITS

HealthScope Benefits
P.O. Box 16203, Lubbock, TX 79490 or EDI: 71063
Verification, Pre-Certification, Claims,
Member and Provider Services: Call (888) 276-4732

MEMBER INFORMATION

Employer:
Group #:
Member #:
Employee:
Member:

NETWORK PPO INFORMATION

Aetna participating doctors and hospitals are independent providers and are neither agents nor employees of Aetna.

PCP/SPECIALIST COPAY: \$XX EMERGENCY ROOM COPAY: \$XX



Single Sign-on Registration Guide

All information entered must **match your information on your ID card and on file** with your employer.

You can register an email address only one time. Once that email address is registered, it cannot be used to register a second account.

Birthdate must be entered in format dd/mm/yyyy.

Passwords must be at least 8 characters long, include upper and lowercase letters, and at least one number and one special character.

First name (as shown on your ID card):

Last name (as shown on your ID card):

Member # (as shown on your ID card):

Email:

Home Zip code on file with your employer:

Date of Birth:

Password (must be at least 8 characters long, include upper and lowercase letters, and at least 1 number and 1 special character other than letters and numbers):

Password strength:

Confirm password:

REGISTER

Step 4: Once you have entered all of your information into the form, click “Register.” You should see the message “Thank you for registering! Click here to login.” Click on “Click here to login” to go to the login page. On the login page, enter your email and password, and log into single sign-on.

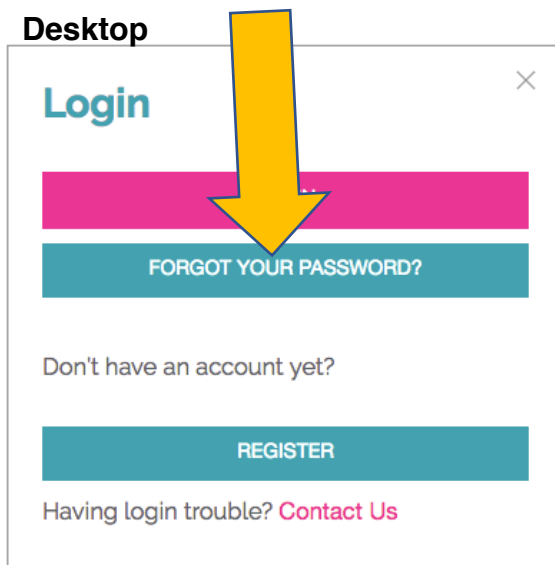
Logging Out

AscendToWholes.org requires that you Register and Login to access all of your member services. Logging in will grant you access to our 3rd party vendor sites. For your online safety, when finished accessing your health care services, log out of AscendToWholeness.org and all vendor sites, then close your browser.

Reset Password

If you cannot remember your password, you can reset your password by selecting the Login menu item on your computer and clicking “Forgot Your Password?” or by selecting Login from the menu of your mobile device and clicking “Forgot Password” from the Login page.

Desktop



Login ×

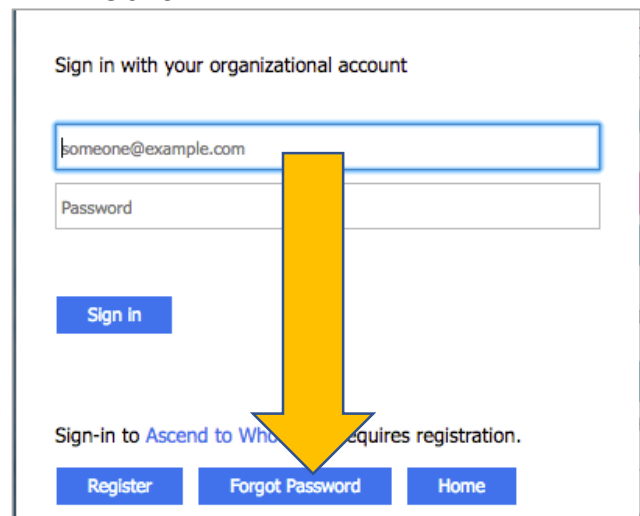
[FORGOT YOUR PASSWORD?](#)

Don't have an account yet?

[REGISTER](#)

Having login trouble? [Contact Us](#)

Mobile



Sign in with your organizational account

[Sign in](#)

Sign-in to Ascend to Wholes requires registration.

[Register](#) [Forgot Password](#) [Home](#)



Single Sign-on Registration Guide

Covered Spouses and Dependents

Members, spouses, and covered dependents 18 years of age and older may register on the site. Information for dependents under 18 will be available under the sponsoring member's registration.

Browser Support

AscendToWholeness.org supports most modern browsers. If experiencing issues, please try updating your browser to the latest version that your computer supports. We recommend using one of the following:

- Chrome
- Internet Explorer
- Firefox
- IOS
- Safari

Having Trouble?

If you are having login or registration trouble, contact us at LoginHelp@ascendtowholeness.org

Having Website Feedback?

We want to know what you think of the new site! What did you like? What was confusing? Did you find anything that didn't work? Let us know by emailing us at WebsiteFeedback@AscendToWholeness.org