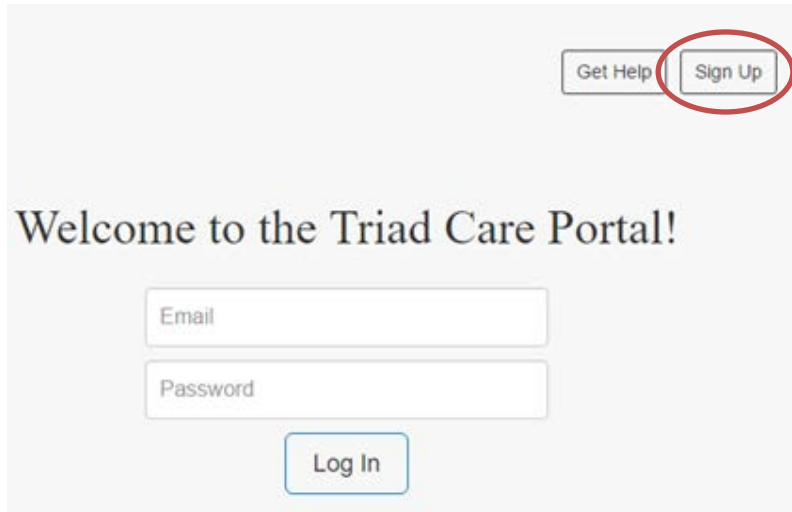
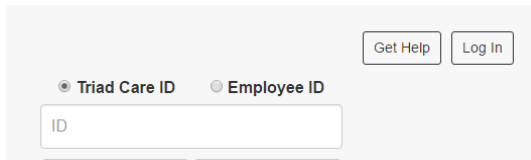


1. Go to the web address [my.triadcare.com](http://my.triadcare.com)
2. Select **Sign Up** on the top menu bar. See example:



3. New users:
  - 1) Enter your provided TCID or Employee ID into the first box.



- 2) Fill out the rest of the form with the following in mind:
- 3) Your birthdate must be entered as mm-dd-yyyy
- 4) **Passwords** must have at least one uppercase, one lowercase, and one special character (eg - !@#%&, etc.)
- 5) **Passwords** must be at least 8 characters long
- 6) After you fill out the form select the 'Register' button
- 7) You should be directed to the Online HRA. If not, please make sure your password complies with items 4 and 5 above or ask for assistance.

4. Please be very careful to fill out the entire HRA, as you can only submit it once.
5. Only click Save & Log Out, located on the top menu bar, if you need to come back to complete your HRA at a later time. See example:

 Español Save & Log Out

6. When you have completed your HRA click Submit at the bottom of the page. If any answers are missing, you will be directed to the blank question. All questions must be completed to successfully submit the HRA. Upon successful completion, you will be directed to your final score.

 Submit

7. If you experience any issues please contact Triad Care by email at [customercare@triadcare.com](mailto:customercare@triadcare.com) or by phone at 336-541-6475 option 0.
8. Paper versions of the HRA are available upon request.