



## Capstone Health Network Employer Sign Up Guide

Thank you for signing up to provide the Capstone Health Network program to your full time, part time, and/or 1099 employees. **We recommend that you PRINT out these instructions as a check list** to walk you through the sign-up process. If you have questions or need assistance, **email us at [questions@capstonehealthnetwork.com](mailto:questions@capstonehealthnetwork.com) or call us at 877-715-2800**. A member of our team will get back to you as soon as possible to help.

### Capstone Health Network Sign Up Steps

- Decide which type of plan(s) you want to purchase for your employees: Individual Plan (\$12.95 per employee per month), Family Plan (\$18.95 per employee per month), or a mix of the two
- Begin by entering the names of all employees you want to receive the \$12.95 per month Capstone Individual Plan. To do this, choose a "Plan Type" by clicking on "Choose an Option" and selecting "Individual Plan"
- In the box to the left of the orange "Sign Up Now" button enter the number of \$12.95 Individual Plans you want to provide to your employees. For example, if you want to cover 5 employees, enter the number 5 and then click on the orange "Sign Up Now" button and five employee sign-up boxes will appear
- Enter the First Name, Last Name, Email, and Re-Confirm Email for each Individual Plan employee. (Note: if an employee does not have an email simply provide their First and Last Name)
- After you enter and double check the information for all Individual Plan employees, click on the orange "Sign Up Now" button. (Tip: Although the information you just entered does not display it has been saved)
- Optional: If you also want to provide the Family Plan for some of your employees, return to the "Plan Type Box" and select "Family Plan". Note: if you do not wish to purchase any Family Plans, skip the next three steps and proceed to the step that begins: "To View and Verify your Order"
- To sign up your Family Plan employees, scroll down to the bottom of the page and enter the number of \$18.95 per month Family Plans you want to purchase in the box to the left of the orange "Sign Up Now" button. For example, if you want to cover 2 employees with the Family Plan, enter the number 2 and click on the orange "Sign Up Now" button. Two employee sign-up boxes will appear
- Enter the First Name, Last Name, Email, and Re-Confirm Email for each employee you want to cover with the Family Plan. (Note: if an employee does not have an email simply provide their First and Last Name)
- After you enter and double check the information for all Family Plan employees, click on the orange "Sign Up Now" button
- To View and Verify Your Order click on the orange "View Cart" button in the upper right of your screen
- You will see a list of your employees, the Individual Plans and Family Plans you selected, and your total monthly cost. Note: if you made a mistake you can easily remove a person by clicking on the orange X to the left of that person's name
- If all information is correct, click on the orange "Proceed to Checkout" button

- You will now be asked to provide general information about the business or entity which is paying to provide the Capstone Health Network program. (Note: Although It is not required to process your order, it is *very important* to enter the Order Code if you know it)
- Once you have entered and double checked your sign up information, you will enter your credit card information which will be processed via a secure payment portal. We respect your privacy so we do NOT sell or share any personal or credit card information you provide. (Note: CSC refers to the number on the back of your credit card)
- Double check your order to make sure everything is correct. If everything is accurate, click on the “Pay Now” button to process your order for the Capstone Health Network program