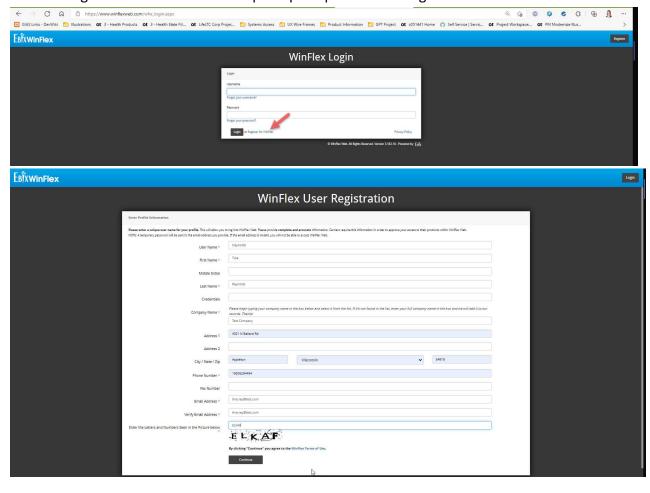
# **Winflex Registration Process Key Points**

#### Contents

New Registrants	1
Existing Winflex Users	

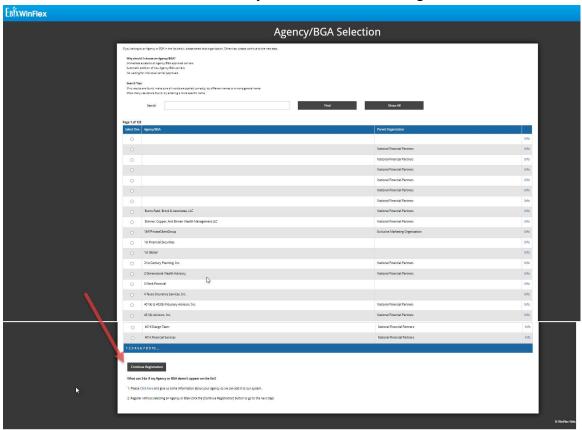
# **New Registrants**

- 1. Go to www.winflexweb.com
- 2. Click on Register for Winflex and complete prompts on User Registration screen



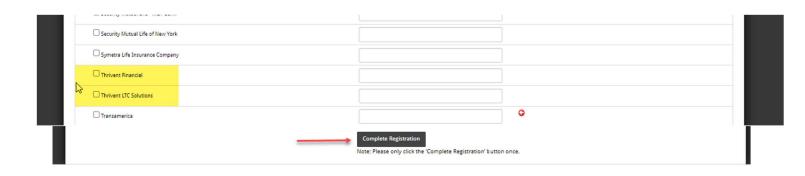
#### 3. Select Agency/BGA on Agency/BGA Selection screen

o User can leave this selection blank and just click on Continue Registration



Ι

- 4. On the Companies in My Profile screen,
  - If no Agency/BGA was selected on previous screen, then user can check any companies they wish to add.
    - Thrivent LTC Solutions will give user access to only Thrivent LTC and CareForward products



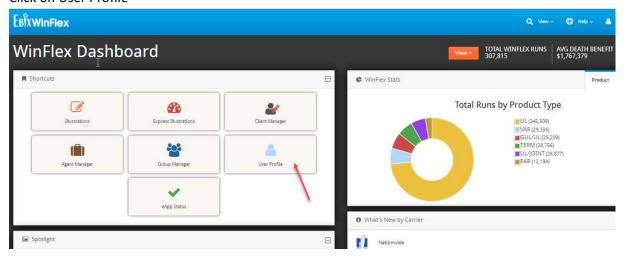
o If an Agency/BGA was selected on previous screen (image below is using Newman Long-Term Care as the selected Agence/BGA), then user will see defaulted Companies approved for use by the selected Agency. If there is a Company not listed, they will be able to add additional Companies once they are registered. See <u>Existing Winflex Users</u>.



- 5. Click on Complete Registration
  - User will get two emails
    - First email will be a temporary password to use for first time log-in. They will be prompted to change password once logged in
    - Second email will be from Thrivent indicating approval for Company

### **Existing Winflex Users**

- 1. Log in to Winflex
- 2. Click on User Profile



3. Go to Add Companies, select Company, and click on Place Request

For internal use only. Not to be shown or distributed to the public.

- o For access to LTC products only, user should select Thrivent LTC Solutions.
- o User will then get email when the company approves or declines their request.

Note: if user already has access to Thrivent Financial they may not see Thrivent LTC Solutions as they have access to the LTC and CareForward illustrations through Thrivent Financial company.

