

Account Setup Instructions



1. Go to www.calvos.net



Login or Sign up

2. Click on **Login or Sign up** on the upper right hand of home page, this will take you to the landing page for the member portal

Sign into your account

Username

Password

Sign in

Create account

[Forgot your username or password?](#)

3. On the member portal home page, click on **“Create account”**
 - a. If you had previously created an account, you will encounter errors trying to create another account. Click **“Sign in”** instead
 - b. If you had previously created an account and do not remember your User ID or Password, click **“forgot your username or password?”**

☒ **Accept**

4. After clicking **“Create account”**, accept the License Agreement by clicking on the Accept box towards the bottom of the screen

Next

5. Click **“Next”**

☐ Are you a dependent?

Subscriber Member ID

Dependent First Name

Dependent DOB

Format mm/dd/yyyy

☒ Are you a dependent?

Subscriber Member ID

6. Fill in **“Subscriber Member ID”**. Include all numbers and dashes with the last number being “0”. Example: 00111-00123-00

If you do not have your ID number, you may use your Social Security number with NO dashes.

For Dependents: When you select the **“Are you a dependent?”** box, please fill in **“Dependent First Name”** and **“Dependent DOB”**. Follow the **“Subscriber Member ID”** steps above then continue with Steps 7 through 9.

Subscriber First Name

7. Fill in **“Subscriber First Name”** as it appears on your ID or exactly how you entered it on to the enrollment application

Subscriber Last Name

8. Fill in **“Subscriber Last Name”** as it appears on your ID or exactly how you entered it on to the enrollment application

Subscriber Date of Birth

Format mm/dd/yyyy

9. Enter in **“Subscriber Date of Birth”** use mm/dd/yyyy format

Username

Email Address

Confirm Email Address

Password

Confirm Password

10. Once your information is validated, you will need to **create a username and password**, along with an email address.

Security Question 1

-- Select Question --

Security Question 2

-- Select Question --

Security Question 3

-- Select Question --

11. For account recovery, you will be asked to set up **3 security questions** and along with the answer.

Next

12. Press **Next** and review that all information provided is correct.



13. Please keep **user name and password** stored in a secure area.