

# How to Access PlanAdvisor

To perform tasks in PlanAdvisor, you need to log in to the system.

## First Time Visit

For those new to PlanAdvisor, you will receive a welcome email from sales@sanfordhealth.org.

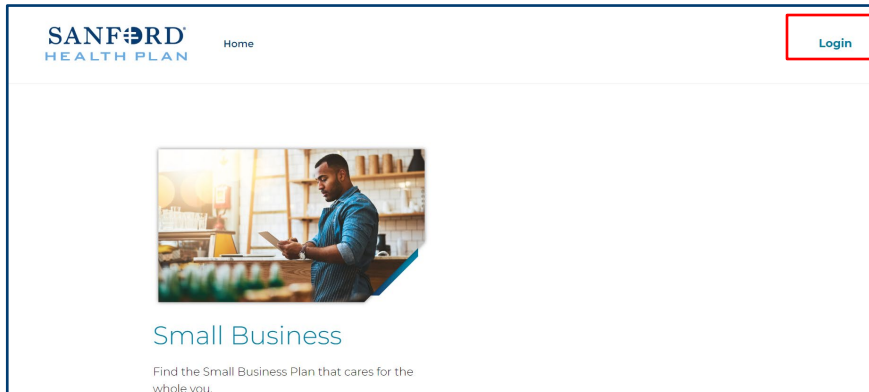
Follow the instructions in the email for first time log in. After completing the instructions, you will receive another email with a link to confirm your registration.

If you do not receive the welcome email, please reach out to your dedicated Account Manager or sales@sanfordhealth.org for a password reset.

## Return Visit

The PlanAdvisor portal can be accessed at shopbusiness.sanfordhealthplan.com.

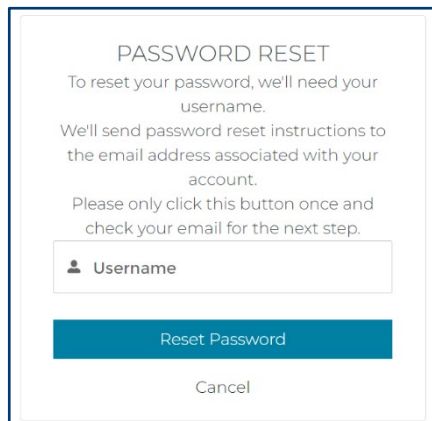
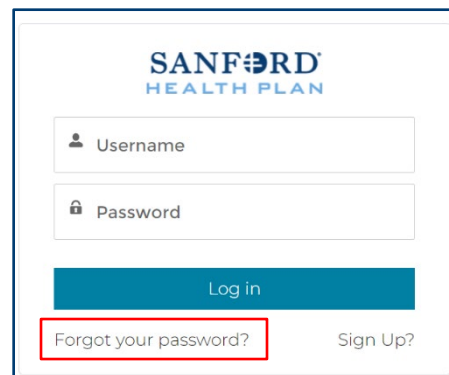
Once you are on the landing page, click Login in the upper right corner.



The next screen will include a place to enter your username and password and click Log in.

Your username is your direct email address.

If you have forgotten your password, select "Forgot your password?".



You will see the Password Reset page.

Enter your username to receive an email with a link to complete your password reset.

Follow the instructions in the email to reset your password.