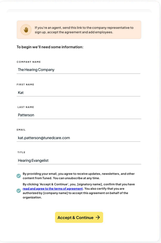
Employer Sign Up Process

Step 1

Click **Sign Up** on the Unum microsite.
Share the URL from the new window with the employer.

Step 2

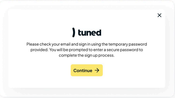
The employer enters their information to create an account with Tuned and clicks **Accept and Continue**.

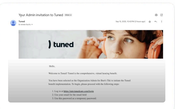


Step 3

The employer point of contact will receive an email with a link to validate their account and log in.

Click on the link to log in using the password provided in the email: **https://app.tunedcare.com/login**



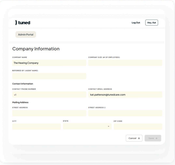


Step 4

The employer contact creates a new password.

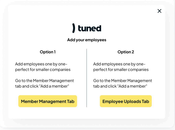
Step 5

The employer enters their **organization information** as they would like it to appear on the contract and clicks **Save**.



Step 6

The employer selects **Option 2** to upload the .csv file of the employee census.

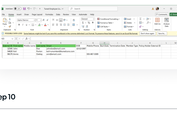


Step 8

Under the **Employee Uploads** tab, the employer point of contact downloads **Tuned-employee-list.csv** and follows the instructions on the right hand side of the screen to upload the census.

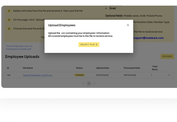
Step 9

The point of contact completes the required fields (highlighted below in green) for the employee census and saves the .csv file to their device.



Step 10

To upload the file, click **Upload** and then select the saved file.



That's It!

This completes the employer onboarding process. The employer will receive a welcome kit from Tuned in email and will be invited to have a discussion with our team regarding communications if desired. Employees will receive an invitation to create their account and begin their hearing screening process on the launch date. **This video** demonstrates the member experience.