How to Register for the Aetna Member Website and Print a Temporary ID Card

Step 1: Go to: https://www.aetna.com/about-us/login.html;

Step 2: On the right side of the screen under "DON'T HAVE AN ACCOUNT", click on (Register) ;

Step 3: Enter your Member ID Number. The ID number is on the Primary Member's ID card e.g., W123456789. If you do not have your ID Number, you may click

◯ Social Security number and enter your Social Security number.

Step 4: Enter your Full First Name as it appears on the Primary Member's ID card, not a nickname, e.g., Robert, not Bob.

Step 5: Enter your Last Name as it appears on the Primary Member's ID card, including Jr., III, etc.

Step 6: Enter your Date of Birth;

Step 7: Enter your home zip code and click **Continue** ;

Step 8: Create a User Name, Password and Security Question. Then Click **Continue** ;

Step 9: Now that you are registered for Aetna Member Website, Log In using your new User Name and Password.

Step 10: You will have an option to select between TriNet Group, Inc. and TriNet USA, Inc. please select TriNet USA, Inc. for the 2023 plan year.

Step 10: Once logged in, click on ▣ ID Cards on the left-hand side of the page under Plan Overview or you can use the drop down arrow under your name on the right-hand top of the home page and click on ID CARDS.

Step 11: On the left side of the screen select card type if more than one type of card is available (i.e. medical or dental).

Card images will appear below the selection. Above the images, on the right upper hand side of the screen select 🖨 to print a temporary ID card.