

# Group AARP Membership Enrollment Portal Quick Reference Sheet (Registration & Activation)

**It's easy to verify a prospect's AARP membership status or enroll/renew them to ensure access to AARP-branded insurance products.**

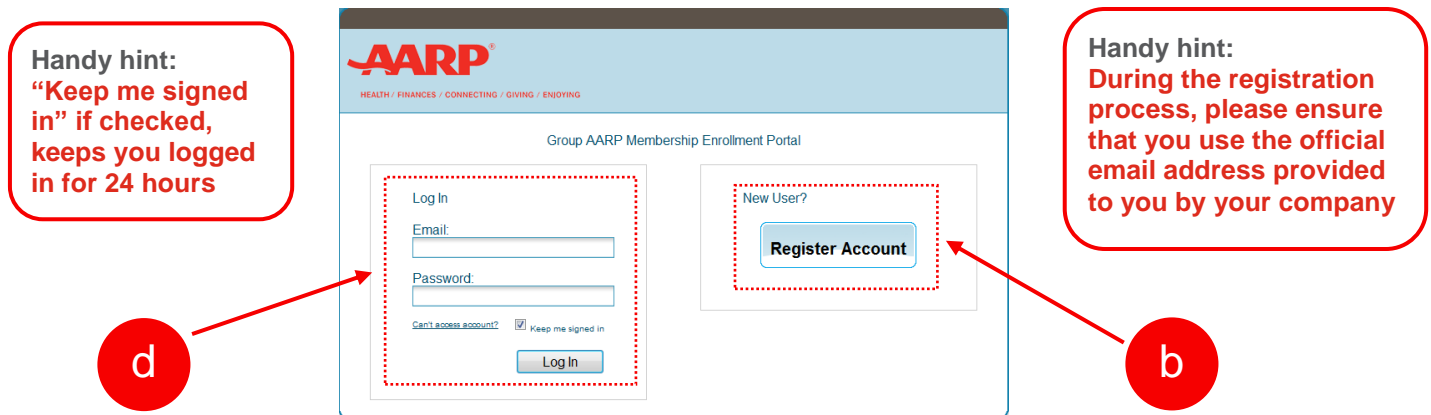
There are more AARP prospects and members than ever before ... and processes are in place to help you sign them up or renew their membership.

An online enrollment website has been specifically created to allow you to instantly verify membership or enroll/renew members to facilitate access to AARP-branded insurance products.

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## Use the Exclusive Group AARP Membership Enrollment Link

- a. Go to [aarpenrollment.com/group](http://aarpenrollment.com/group)
- b. If you're a first time user, click on the **Register Account** button and create your account.



The screenshot shows the 'Group AARP Membership Enrollment Portal' interface. On the left, there is a 'Log In' section with fields for 'Email' and 'Password', a 'Log In' button, and a 'Keep me signed in' checkbox. A red callout 'd' points to this section with the text: 'Handy hint: "Keep me signed in" if checked, keeps you logged in for 24 hours'. On the right, there is a 'New User?' section with a 'Register Account' button. A red callout 'b' points to this section with the text: 'Handy hint: During the registration process, please ensure that you use the official email address provided to you by your company'.

- c. Upon completing the registration you will need to activate your account by clicking the activation link provided in the activation email.

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**▶ Note: Please check your Junk Mail/SPAM folder if you do not see the email in your inbox.**

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- d. **Log In** using your company email and password to access the AARP enrollment tool.

For additional help please contact [AARPErollmentHelp@aarp.org](mailto:AARPErollmentHelp@aarp.org)

# Group AARP Membership Enrollment Portal Quick Reference Sheet (AARP Member Search)

**AARP members can be found using member number or by contact information.**

**Note:** Due to the way the search algorithm works, if there isn't an exact match, there is a possibility it will return a close match. It is important to review search results to ensure this is the member you are looking for. If results do not align, please click **HOME** to begin the **JOIN** process

**Handy hint:**

**Member search is based on exact member information. Please make sure the entered information is accurate.**

Member Verification

Search by Contact Info Or Search by AARP Membership Number

First Name\*

Last Name\*

Zip Code\*

DOB\* (mm/dd/yyyy)

Member Verification

Search by Contact Info Or Search by AARP Membership Number

Membership #

## Search Result

**Handy hint:**

**Clicking the 'Copy Number' button will copy the number into memory which can be pasted into the product application screen.**

**Member Verification**

Active

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Mark McClane  
104 Draw AVE APT 501, GAITHERSBURG, MD 20877  
Membership #: 3309344322

For AARP Medicare Supplement Insurance applications, use #: 330934482

Valid Thru: 09/30/2013

Updates to this account can be made later by visiting www.aarp.org or calling 1-888-OUR-AARP.

**Handy hint:**

**Reference the membership number in red for the product enrollment.**

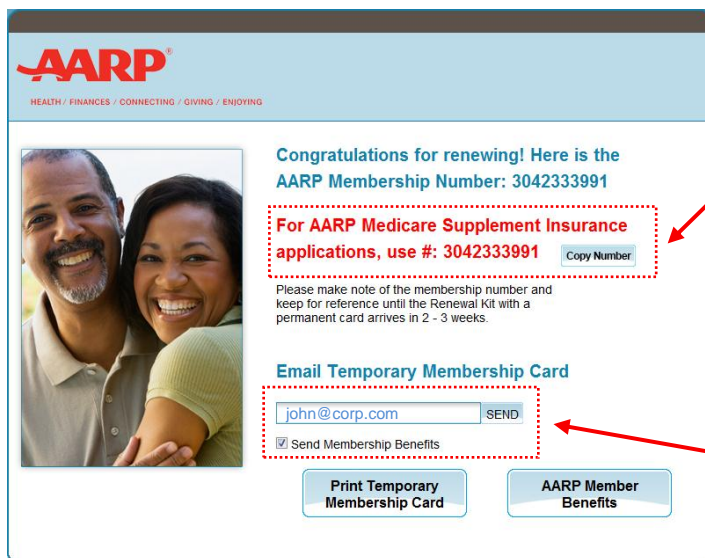
**Handy hint:**

**If the membership expires within six months the user has the option to renew.**

Valid Thru: 02/28/2013

## Group AARP Membership Enrollment Portal Quick Reference Sheet (UHG)

The reformatted membership number will be shown on the completed sign-up and validation pages.



The screenshot shows the AARP website interface. At the top left is the AARP logo and the tagline "HEALTH / FINANCES / CONNECTING / GIVING / ENJOYING". Below this is a photo of a smiling man and woman. To the right of the photo, the text reads: "Congratulations for renewing! Here is the AARP Membership Number: 3042333991". Below this, a red dashed box highlights the text: "For AARP Medicare Supplement Insurance applications, use #: 3042333991" with a "Copy Number" button to its right. Below that, another red dashed box highlights an email input field containing "john@corp.com" and a "SEND" button. Below the email field is a checked checkbox labeled "Send Membership Benefits". At the bottom of the form are two buttons: "Print Temporary Membership Card" and "AARP Member Benefits".

**Handy hint:**  
Clicking the Copy Number button will copy the number into memory which can be pasted into the product application

**Handy hint:**  
An AARP temporary Membership card and a member benefits guide (PDFs) can be sent to the member by email as attachments. After clicking the SEND button a confirmation popup will appear.

**IMPORTANT NOTE:** The first number displayed is the AARP Membership number that should be shared with the AARP member (and will display on the temporary AARP Membership card). *The second number is a reformatted number required for United product application processing.*

For additional help please contact [AARPErollmentHelp@aarp.org](mailto:AARPErollmentHelp@aarp.org)

# Group AARP Membership Enrollment Portal Quick Reference Sheet (Help)

## Forgot your password? Need activation email?

- Click the “Can’t Access Account” link on the **Log In** screen.
- To reset your password, enter your email address used at registration in the “Forgot your password?” section.
- To receive an additional email to activate your account, enter your email address used at registration in the “Resend Activation” section.

**Handy hint:**  
You will receive an email with a link to a page where you can reset your password

**b**

The screenshot shows the AARP Help page with two main sections highlighted by red dashed boxes. The left section is titled 'Forgot your password?' and contains a text prompt, an input field, and a 'Submit' button. The right section is titled 'Resend Activation' and contains a text prompt, an input field, and a 'Submit' button. Below these sections, there is a link to download a 'Quick Reference Sheet (PDF)', a note about checking the Junk Mail/SPAM folder, and a support email address: AARPErollmentHelp@aarp.org.

**Handy hint:**  
For security reasons users are required to reactivate accounts after three months

**c**

**Note: Please check your Junk Mail/SPAM folder if you do not see the email in your inbox.**

For additional help please contact [AARPErollmentHelp@aarp.org](mailto:AARPErollmentHelp@aarp.org)