

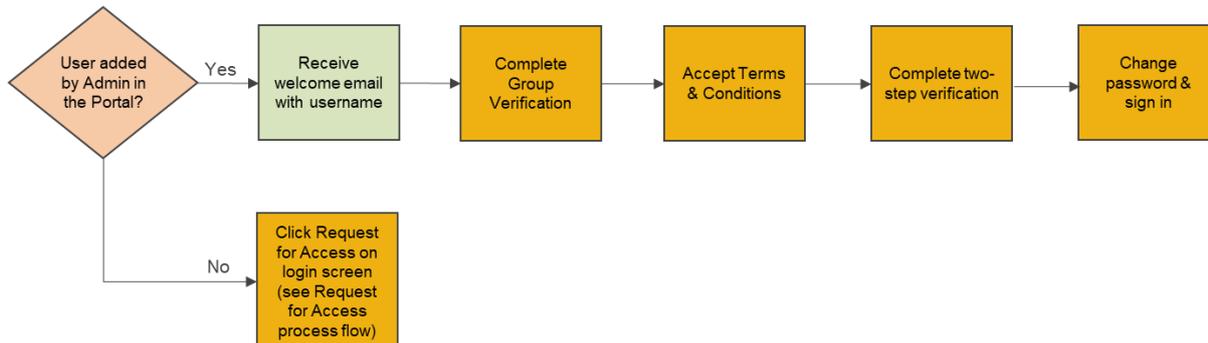
Register for the Portal - New User

Quick Reference Guide (QRG)



Employer Portal – New User

This Quick Reference Guide (QRG) will provide an overview of the process to New User Registration to Employer Portal



Let us look at the steps in detail to New User Registration to Employer Portal.

Purpose: New User Registration for the Portal



Step 1:

1. Click the **Complete web registration** button in your email to set up the account.



EmblemHealth®

February 22, 2022

Dear Janna,

Thank you for choosing EmblemHealth.

Your EmblemHealth employer portal account is now ready.

Simply click on the button below to complete your registration. To set up your initial account, you will need this username: `j_stucky@emblemhealth.com`. You can always change your username once you've completed your registration.

[Complete web registration](#)

If you're having trouble signing in, please contact your primary administrator in your organization or your EmblemHealth account representative.

After you complete your web registration, use this link to [sign in to your website account](#). Or you can simply go to `[emblemhealth.com]emblemhealth.com`

We're committed to supporting our partnership..



Step 2:

The Group Verification screen displays.

1. Select **Group ID & Billing Zip code** or **Last Invoice Number & Billing Code**.
Note: For this example, we will select **Group ID & Billing Zip Code**.
2. Enter **Group ID** and **Billing Zip**.
3. Click **Next**.

< **Group Verification**

Please select a verification method and enter the information below:

Group ID & Billing ZIP Code Last Invoice Number & Billing ZIP Code

Required

*Required information

Next



Step 3:

The Two-Step Account Verification screen displays.

1. Click **Email Address** to receive a verification code.
2. Click **Request Code**.
3. Enter the code.
Note: If you have not received a code, click **Request a new one** to get a new code.
4. (Optional) Check the box for **Remember my browser** to skip two-step authentication for 90 days.
5. Click **Next**.

Two-Step Account Verification

For security reasons, we require a secondary verification step before you can access your account.
Where should we send this code?

Email Address Mobile Number

Request Code

Haven't received a code? [Request a new one.](#)

12345

Verification successful. Your registration is complete. Click "Next to my account" to access your account.

Remember my browser

Next



Step 4:

The Digital Services Privacy Policy and Terms of use screen displays.

1. Review, and click **Accept and Continue** to proceed.



Employer Portal

Digital Services Privacy Policy and Terms of Use

Effective Date: May 25, 2021

Thank you for visiting a website, mobile application, or digital property (collectively known as “the Services” or “the Site”) of the EmblemHealth family of companies. The EmblemHealth family of companies (hereby referred to as “EmblemHealth”) includes the EmblemHealth Enterprise and its subsidiaries including, but not limited to, ConnectiCare and AdvantageCare Physicians.

Contact Us

To find out how to reach us, use the Contact Us section of our website.

Last Updated: May 25, 2021 02:31 PM ET

Decline & Exit

Accept & Continue



Step 5:

The Change Your Password screen displays.

1. Enter **New Password**.
2. Enter **Confirm New Password**.
3. Click **Change Password**.

Change Your Password

Enter a new password for
uj_kumar@emblemhealth.com. Make sure to include
at least:

8 characters

Also include at least 3 of the following:

1 uppercase letter

1 lowercase letter

1 number

1 special character ⓘ

* New Password

* Confirm New Password

Change Password

Password was last changed on 12/17/2021 7:05 AM.

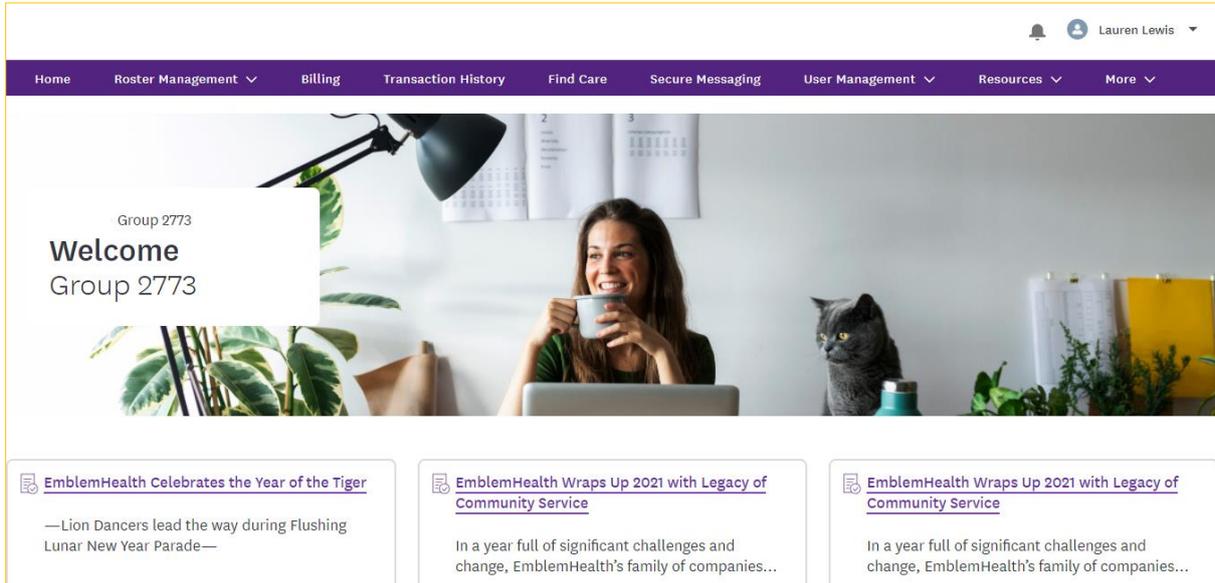
Employer Portal – New User



Step 6:

The **EmblemHealth** home page displays.

Note: Users should not share credentials. Additional users should be set up by the Primary Admin via the User Management menu.



Thank
You

