

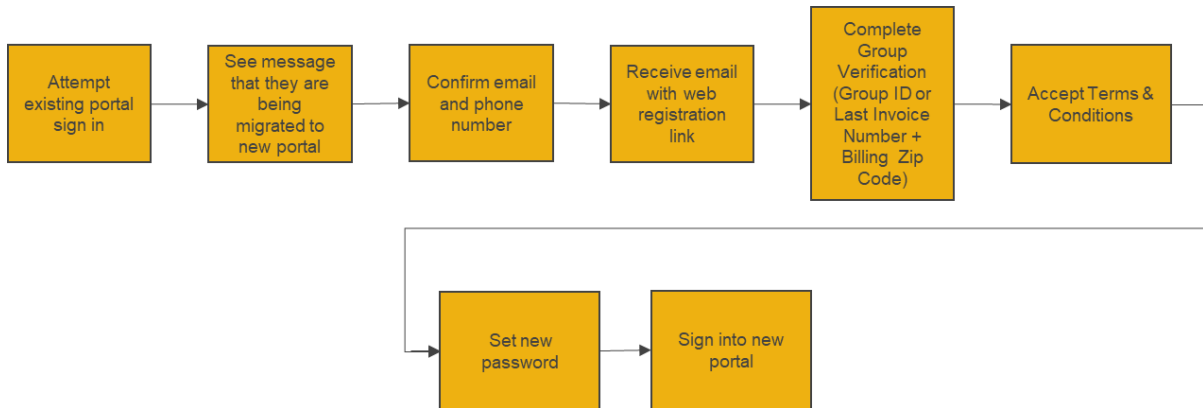
Register for the Portal – Existing Users

Quick Reference Guide (QRG)



Employer Portal – Register Existing Users

This Quick Reference Guide (QRG) will provide an overview of the process for Create Contact & Send Invitation:



Scenario #	What happens if:	And I attempt to sign in to the:	You will:
1	My group has been moved to the new portal	Existing portal	Be prompted to register for the new portal
2	My group has not yet been moved to the new portal	Existing portal	Continue to use the existing portal as normal
3	My group has been moved to the new portal	New portal	Be prompted to register for the new portal
4	My group has not yet been moved to the new portal	New portal	Receive a notification to sign into the existing portal

Let us look at the steps in detail to register for the new portal as a user of the existing portal.

Purpose: Register for the new portal as an existing portal user.

Employer Portal – Register Existing Users



Step 1:

Scenario 1: My group has been moved to the new portal and I attempt to sign into the existing portal.

Navigate to the Employer portal Sign in page.

1. Enter your **Administrator ID/Employer ID** and **PIN**.
2. Click **ENTER**.

Note: If you have access to both HIP and GHI portals, you must login through GHI to register for the new employer portal.

Employer Portal – Register Existing Users



Step 2:

A message appears stating that the new employer portal has been launched.

1. Click **Continue**.

HOME | PLANS | GLOSSARY | CONTACT | PHARMACY | SITEMAP

EmblemHealth

SEARCH FIND A DOCTOR >

You are here: [Home](#) > [VlocityRedirection](#)

EMPLOYERS/GROUPS

Employer Home We have launched your new employer portal to provide an improved experience. Click continue to request access to your new employer portal.

[Continue](#)

- ▶ [This is EmblemHealth](#)
- ▶ [Forms & Downloads](#)
- ▶ [Join EmblemHealth](#)
- ▶ [Health & Wellness](#)
- ▶ [Administrators Handbook](#)
- ▶ [Learn More About Consumer Protection](#)
- ▶ [User Manuals](#)

Visitors Members Providers Employers Brokers

Provider Search

HEALTH PLAN OF NEW YORK

an EmblemHealth® company

My Health Integrative Wellness Pharmacy Services Dental

Employer Options

Employee Detail

Change PIN
User Manuals
Log Out

Employer Group Services

We have launched your new employer portal to provide an improved experience. Click continue to request access to your new employer portal.

[Continue](#)

Class Action Notice | Privacy Policy | Insurance Fraud | Legal Disclaimer
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Employer Portal – Register Existing Users



Step 3:

The User Information page displays.

Note: The user information is prepopulated but can be modified.

1. Validate email address and phone number.
2. Click **Submit**.

EmblemHealth[®] Login

Home

User Information

Welcome to our new employer portal. As part of our security measures, we are asking you to confirm your email and phone number below.

Email Address*	Mobile Phone Number
p_bothra@emblemhealth.com	(818) 699-2120
Phone Number	Ext.

Once you submit the information above, we will send you a welcome email to the address you've entered. That email will have instructions on how to activate your new portal account.

Submit



Step 4:

A welcome email is sent to your email address.

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..

Employer Portal – Register Existing Users



Step 5:

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

Group ID*

Billing Zip*

Required

*Required information

Next



Step 6:

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 7:

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
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Step 8:

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

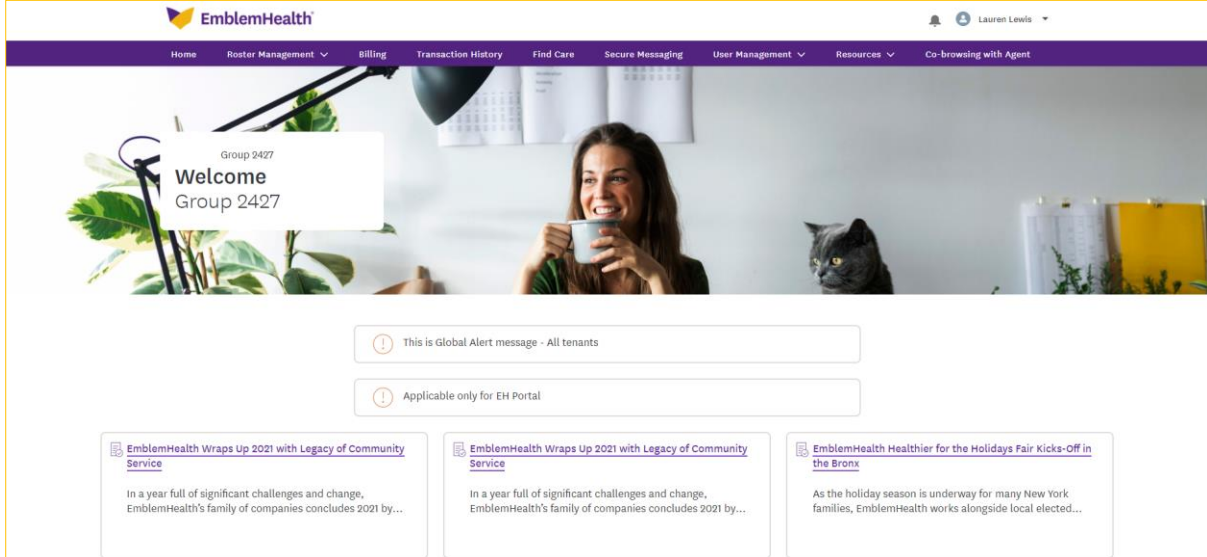
Password was last changed on 12/17/2021 7:05 AM.

Employer Portal – Register Existing Users



Step 9:

The Employer Portal Home page displays.



Employer Portal – Register Existing Users



Step 1:

Scenario 2: My group has not yet been moved to the new portal and I sign into the existing portal.

Navigate to the Employer portal Sign in page.

1. Enter your **Administrator ID/Employer ID** and **PIN**.
2. Click **ENTER**.

The screenshot shows the EmbleHealth website's Employer Portal login page. At the top, there is a navigation menu with links for HOME, PLANS, GLOSSARY, CONTACT, PHARMACY, and SITEMAP. A search bar labeled "FIND A DOCTOR" is also present. Below the navigation, the breadcrumb "You are here: Home > Login" is displayed. The main heading is "EMPLOYERS/GROUPS" with a sub-heading "myEmblemHealth". On the left, there is a sidebar with a "Employer Home" section and several links: "This is EmbleHealth", "Forms & Downloads", "Join EmbleHealth", "Health & Wellness", "Administrators Handbook", "Learn More About Consumer Protection", and "User Manuals". The main content area features a "Login to myEmblemHealth" form with fields for "Administrator ID:" and "PIN:", a "Forgot UserName/Password?" link, and an "ENTER" button. Below the form, there is a note: "If you have an Account in the new updated Employer Portal, Please use the Sign in option below" and a "Sign In to your Account" link. At the bottom, a disclaimer states: "This site is best viewed using the current browser version of Chrome or Internet Explorer 10 and higher. If you are using an out-of-date browser or a version of Internet Explorer less than 10, you may not experience the full effect when viewing the site."

The screenshot shows the HIP Health Plan of New York website. At the top, there is a navigation menu with links for Home, Contact Us, and Site Map. Below the navigation, there is a "Provider Search" section with a breadcrumb trail: "Visitors > Members > Providers > Employers > Brokers". The main heading is "HIP HEALTH PLAN OF NEW YORK" with a sub-heading "an EmbleHealth company". Below this, there are several service categories: "My Health", "Integrative Wellness", "Pharmacy Services", and "Dental". The main content area features a "Login" form with fields for "Employer ID" and "Password/PIN", and a "Login" button. To the right of the form, there is an "Employers" section with a text block: "For over 60 years, HIP® has been working hard to provide New Yorkers with access to quality, affordable health care. With our expanding provider network and new health plans, we are now offering employers and members more choices than ever before." Below the text, there is a photo of a woman talking on a phone. At the bottom, there are several logos and a disclaimer: "About HIP | Legal Disclaimer | Privacy Notice | Conversion Information 2011© HIP Health Plan of New York. All Rights Reserved". At the very bottom, there is a note: "Last Modified 1/3/2021. Effective September 23, 2010, federal health reform may require changes to your coverage, depending on your plan. Get more info." and another disclaimer: "This site is best viewed using the current browser version of Chrome or Internet Explorer 10 and higher. If you are using an out-of-date browser or a version of Internet Explorer less than 10, you may not experience the full effect when viewing the site."

Employer Portal – Register Existing Users



Step 2:

The Home page displays, and you may continue using the portal as usual.

EMPLOYERS/GROUPS

[LOGOUT](#)

Looking for: Search By: Search for:

■ Employer Home

- ▶ [This is EmblemHealth](#)
- ▶ [Forms & Downloads](#)
- ▶ [Join EmblemHealth](#)
- ▶ [Health & Wellness](#)
- ▶ [Administrators Handbook](#) [Add New Groups](#)
- ▶ [Learn More About Consumer Protection](#)
- ▶ [User Manuals](#)

Groups

[Employees](#)

[Administration](#)

Your Employers/Groups
To continue, click on any of the Group Names to see the list of associated employees.

If not all of your groups are listed below, you can add them to your account by clicking [Add New Groups](#).

Your Groups

Group Name	Group #	Category/Product	Ind	Ind/S	Ind/C	Fam	Next Billing Date
HEALTHPASS INSURANCE TRUST - (ACTIVE APRIL)		MH001091	0	0	0	0	N/A
HEALTHPASS INSURANCE TRUST - (ACTIVE APRIL)		MS001001	0	0	0	0	N/A
HEALTHPASS INSURANCE TRUST - (ACTIVE APRIL)		MH001073	0	0	0	0	N/A
HEALTHPASS INSURANCE TRUST - (ACTIVE APRIL)		MH001053	0	0	0	0	N/A
HEALTHPASS INSURANCE TRUST - (ACTIVE APRIL)		MH001087	0	0	0	0	N/A

[Home](#) | [Contact Us](#) | [Site Map](#)

an EmblemHealth company

[Visitors](#)
[Members](#)
[Providers](#)
[Employers](#)
[Brokers](#)

Employer Options

- [View/Change Member Info](#)
- [New Enrollments](#)
- [Pay My Bill](#)
- [Change PIN](#)
- [User Manuals](#)
- [Log Out](#)

Provider Search

● My Health ● Integrative Wellness ● Pharmacy Services ● Dental

Employer Group Services

View/Change employee's demographic and eligibility information. Change, add or disenroll employees or dependents.

Enroll an employee with HIP coverage.

View employee roster, view invoices, make online payments.

We're improving your account security

The security of your employer group information and data is very important to us. We are implementing a new PIN policy that will enhance security for your account.

Your current PIN will expire on 11/1/2020. Please go to [Change PIN](#) to

Employer Portal – Register Existing Users



Step 1:

Scenario 3: My group has been moved to the new portal and I attempt to log in to the new portal.

Navigate to the new Employer Portal Sign in page.

1. Enter **Username** and **Password**.
2. Click **Sign in**.

EmblemHealth

Username*

Password*

Sign in

[Forgot Username?](#) [Forgot Password?](#)

If you do not have an account, click below to request access.

Request Access



Step 2:

The User Information screen displays.

Note: The user information is prepopulated but can be modified.

1. Review user information and click **Submit**.
2. You will receive a welcome email and be prompted to register, as in Scenario 1.

EmblemHealth

Home

Login

User Information

Welcome to our new employer portal. As part of our security measures, we are asking you to confirm your email and phone number below.

Email Address* p_bothra@emblemhealth.com Mobile Phone Number (818) 699-2120

Phone Number Ext.

Once you submit the information above, we will send you a welcome email to the address you've entered. That email will have instructions on how to activate your new portal account.

Submit

Employer Portal – Register Existing Users



Step 1:

Scenario 4: My group has not yet been moved to the new portal and I attempt to sign into the new portal.

Navigate to the new Employer Portal Sign in page.

1. Enter **Username** and **Password**.
2. Click **Sign in**.

EmblemHealth

Username*

Password*

Sign in

[Forgot Username?](#) [Forgot Password?](#)

If you do not have an account, click below to request access.

Request Access

Legal Information | Nondiscrimination Policy | Digital Services Privacy Policy and Terms of Use | Accessibility Statement | Privacy Policy



Step 2:

An error message displays.

1. Click **Continue** to be directed to the existing employer portal.

EmblemHealth

Username*

TSTEVENS

We're unable to sign you in. Please click Continue to be directed to your employer portal.

Exit Continue

Legal Information | Nondiscrimination Policy | Digital Services Privacy Policy and Terms of Use | Accessibility Statement | Privacy Policy

If you do not have an account, click below to request access.

Request Access

Thank
You

