

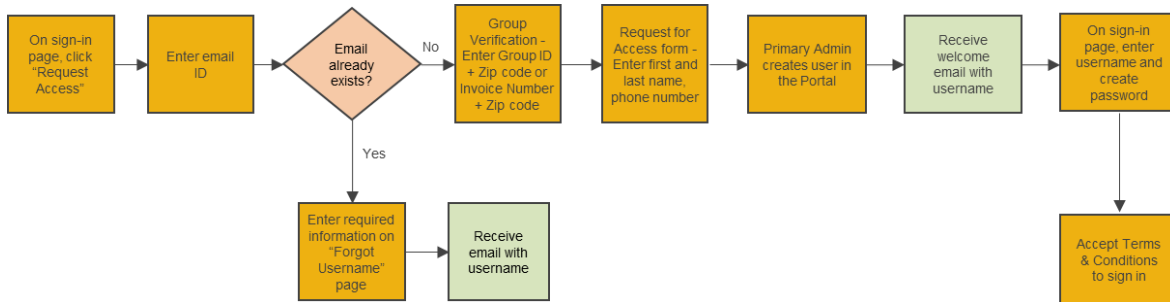
# Request Access

Quick Reference Guide (QRG)



# Employer Portal – Request for Access

This Quick Reference Guide (QRG) will provide an overview of the process of requesting access to the portal.



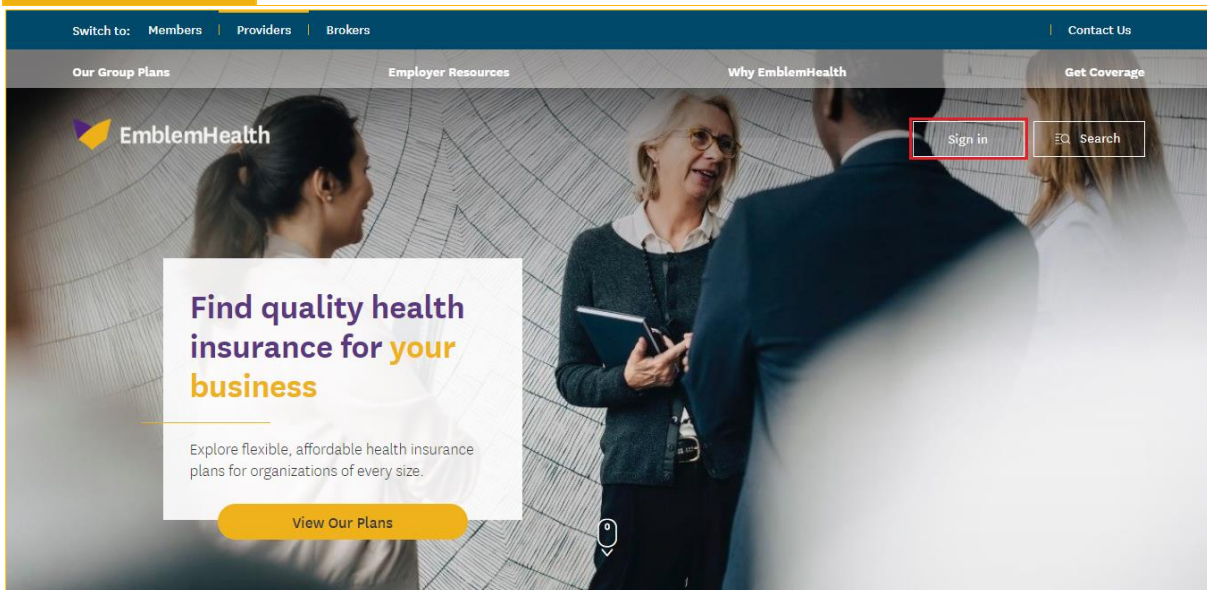
Let us look at the steps in detail to Request for Access.

**Purpose: To request access to the portal.**



## Step 1:

1. In your browser, navigate to <https://www.emblemhealth.com/employers>.
2. Click **Sign In**.





## Step 2:

3. From the **EmblemHealth** login page, click **Request Access**.

EmblemHealth

Username\*

Password\*

Sign in

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

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

Request Access

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## Step 3:

The Provide Email Address screen displays.

1. Enter **Email** and **Group ID**.
2. Click **Next**.

**Note:** If your Group is already set up in the portal, you will proceed to the next step. If not, Account Management/Sales will be notified of your request.

EmblemHealth

### Provide Email Address

Please enter your email address.

Email\*  Group ID\*

\*Required information

Next

[Cancel](#)

# Employer Portal – Request for Access



## Step 4:

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**.

The screenshot shows the 'Group Verification' screen. At the top is the EmblemHealth logo. Below it is a back arrow and the title 'Group Verification'. A sub-header reads 'Please select a verification method and enter the information below:'. There are two radio button options: 'Group ID & Billing ZIP Code' (which is selected) and 'Last Invoice Number & Billing ZIP Code'. Below these are two input fields: 'Group ID\*' and 'Billing Zip\*'. The 'Billing Zip\*' field has a red border and the word 'Required' below it. At the bottom left, there is a note '\*Required information'. At the bottom center is a yellow 'Next' button.



## Step 5:

The Request for Access screen displays.

1. Enter **First Name** and **Last Name**.

**Note:** **Email** will be pre-populated. Mobile and Phone are optional fields.

2. Click **Next**.

The screenshot shows the 'Request for Access' screen. At the top is the EmblemHealth logo. Below it is a back arrow and the title 'Request for Access'. A sub-header reads 'Enter your information below:'. There are four input fields: 'First Name\*', 'Last Name\*', 'Email\*', and 'Phone'. The 'Email\*' field is pre-populated with 'j\_stucky@emblemhealth.com'. Below the 'First Name\*' and 'Last Name\*' fields is a red 'Required' label. Below the 'Phone' field is a note '\*Required information'. At the bottom center is a yellow 'Next' button. At the bottom right is a blue 'Cancel' link.





## Step 6:

The Confirmation Screen displays. An email will be sent to your Group's Primary Admin, prompting them to set up your account.

1. Click **OK**.



### Confirmation

Thank you for submitting your request. We will email you once we process your request and grant you access. If you don't get an email within three (3) business days, please contact your EmblemHealth account representative.

OK



## Step 7:

The Group Primary Admin receives the following email directing them to set up a new user, which can be done by accessing the User Management tab in the portal.



EmblemHealth Communications <EHCommunications@emblemhealth.com>

Tue 12/14/2021 1:00 PM

To: vlocity\_employer\_tech\_Team



December 14, 2021



Dear Steffy Lime,

The person listed below sent a request to access your EmblemHealth employer website account.

If you want to approve this request, please [sign in](#) to your online account and set up the new user.

First name: Janna  
Last name: Stucky  
Email address: j\_stucky@emblemhealth.com

Mobile: NA  
Phone number: NA Ext.: NA

We're committed to supporting you.

Thank you,  
EmblemHealth

Thank  
You

