

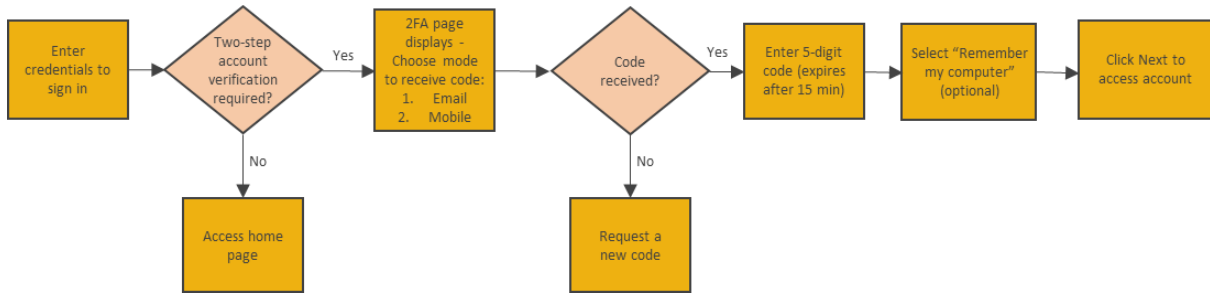
Employer Portal Sign In

Quick Reference Guide (QRG)



Employer Portal – Two Factor Authentication

This Quick Reference Guide (QRG) will provide an overview to the Login process.



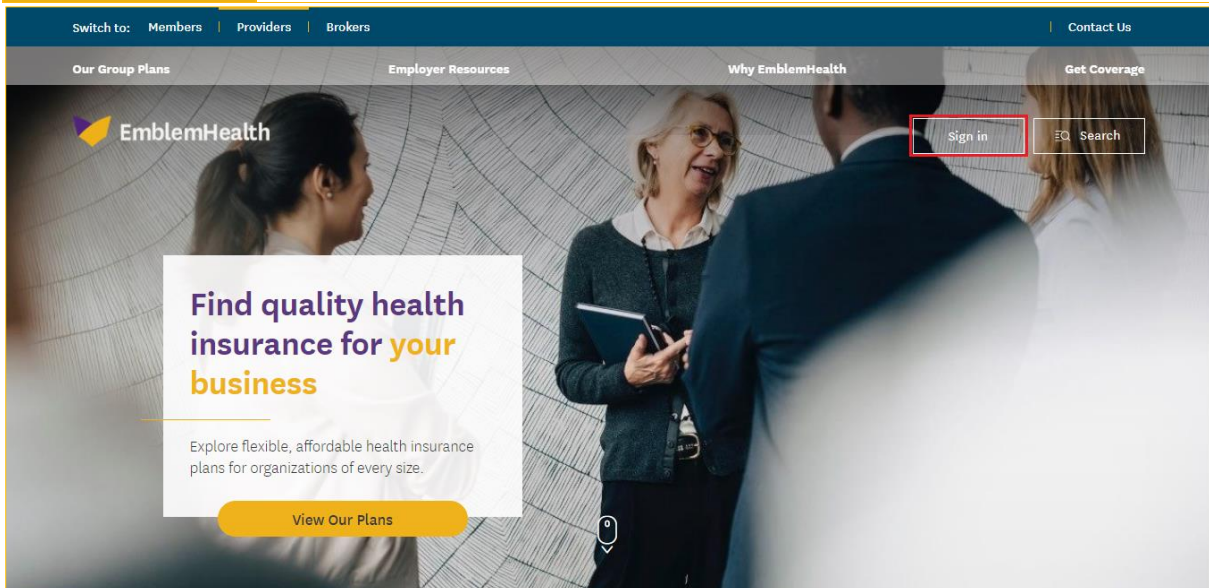
Let us look at the steps in detail to log in to the Employer Portal.

Purpose: Log in to the Employer Portal.



Step 1:

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





Step 2:

1. On the Sign In page, 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 3:

The Two-Step Account Verification screen displays.

Note: Two Factor Authentication is prompted in the following scenarios:

1. During initial registration.
 2. Upon password reset.
 3. 90 days after selecting "Remember my browser".
 4. When logging in from a new browser/computer.
1. Click **Email Address** or **Mobile number** to choose where you want to receive a verification code.
Note: In this example, we will choose Email Address. The Mobile Number option is not displayed if mobile number is not available in user's profile.
 2. Click **Request Code**.

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

Remember my browser

Next



Step 4:

1. Check your inbox for an email with your verification code.

Lauren, please verify your EmblemHealth account



EmblemHealth Communications <EHcommunications@emblemhealth.com>

To: vlocity_employer_tech_Team

If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward

Thu 12/2/2021 6:22 AM



December 02, 2021



Hi Lauren,

Your EmblemHealth verification code is 37426.

This code is valid for 15 minutes, so make sure to use it soon.



Step 5:

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

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.

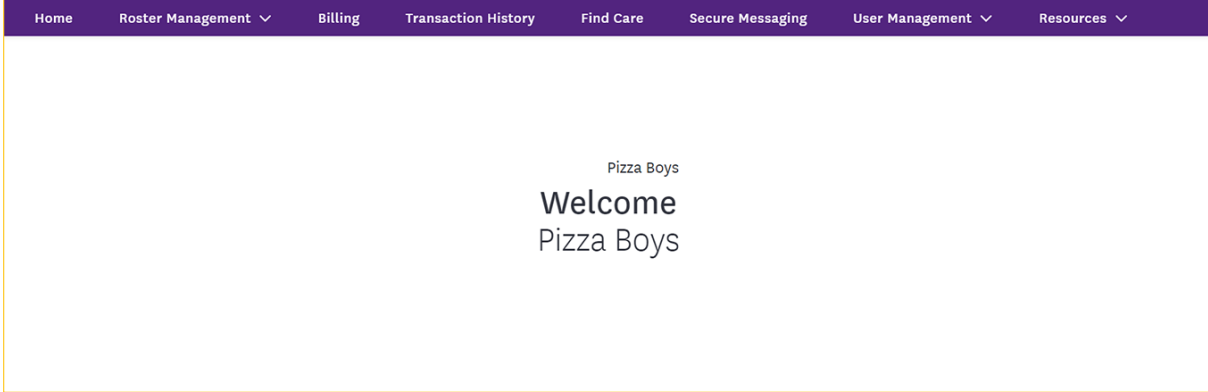
Remember my browser

Next



Step 6:

The Employer Portal Home page displays.



Thank
You

