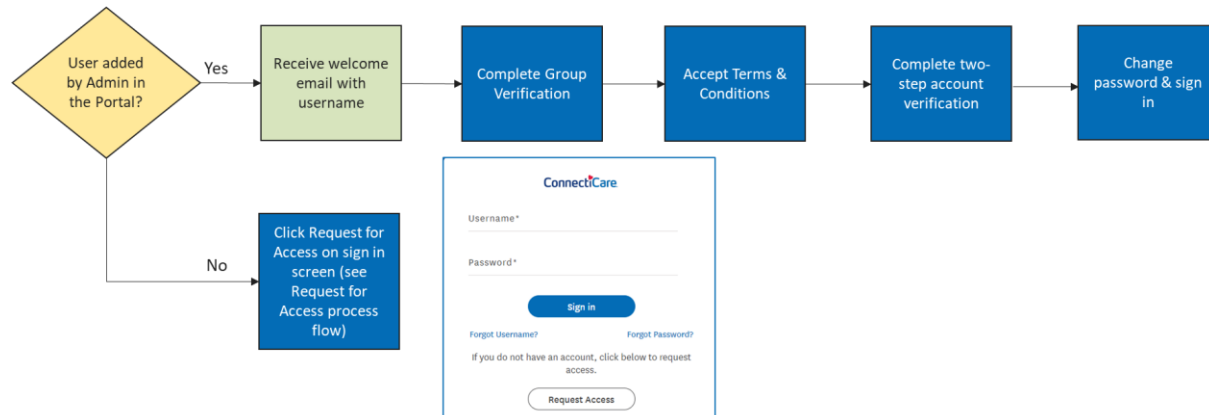# Register for the Portal - New User

Quick Reference Guide (QRG)

ConnectiCare

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.

Dear ,

Thank you for choosing ConnectiCare.

Your ConnectiCare 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:1108008pa@cci.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 ConnectiCare account representative.

After you complete your web registration, use this link to sign in to your website account. Or you can simply go to [connecticare.com]connecticare.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

Verification Method

Please select a verification method*

Group ID & Billing Zip	Last Invoice Num & Billing Zip

Group ID*

Billing Zip*

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

We've sent a code to your email address at [xxxxxxa@emblemhealth.com]. This code will expire in 15 minutes.

Haven't received a code? Request a new one.

☐ Remember my browser

Next

Previous

![ConnectiCare logo]

Step 4: (icon)	The Digital Services Privacy Policy and Terms of Use screen displays. 1. Review, and click **Accept & 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.

It is our policy to protect your information and use it the right way. Please read the following to learn more about our Digital Services Privacy Policy and Terms of Use ("the Policy").

By using or accessing the Services in any manner, regardless of whether you register or create an Account through the Services, you acknowledge that you accept the practices and policies outlined in this Policy, and you hereby consent that we will collect, use, and share your information in the following ways.

Remember that your use of EmblemHealth's Services is at all times subject to the Policy.

Changes to this Privacy Policy

EmblemHealth may change this Policy from time to time. When material updates are made, the Policy version date will also be updated to reflect that a revision occurred, and we will alert you to changes by placing a notice on the Site, by sending you an email or by some other means. We encourage you to periodically re-read this Policy to see if there have been any changes that may affect you. A user is bound by any changes to the Policy when you use the Site or Services after such changes have been first posted. This Policy is not intended to and does not create any contractual or other legal rights in or on behalf of any party.

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

![ConnectiCare logo]

![icon] **Step 5:**	The Change Your password screen displays. 1. Enter **New Password**. 2. Enter **Confirm New Password**. 3. Click **Change Password**.

![icon] **Step 6:**	The **ConnectiCare** 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