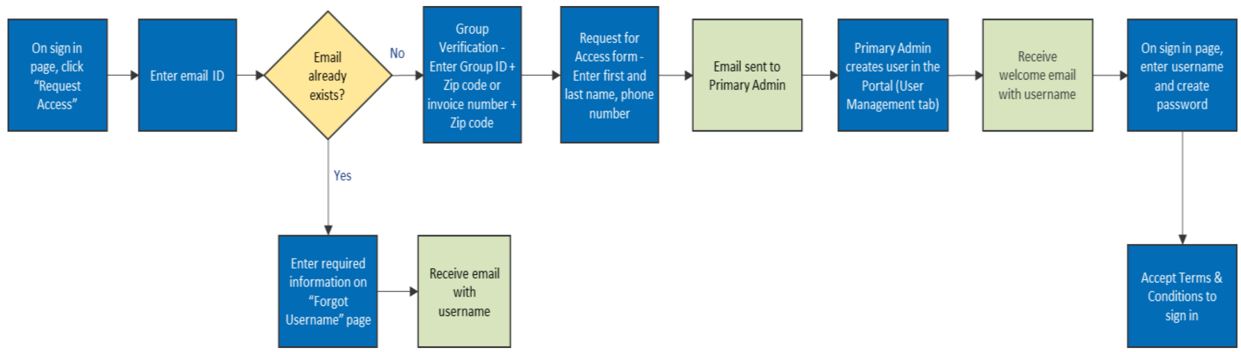
Request Access

Quick Reference Guide (QRG)

ConnectiCare

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

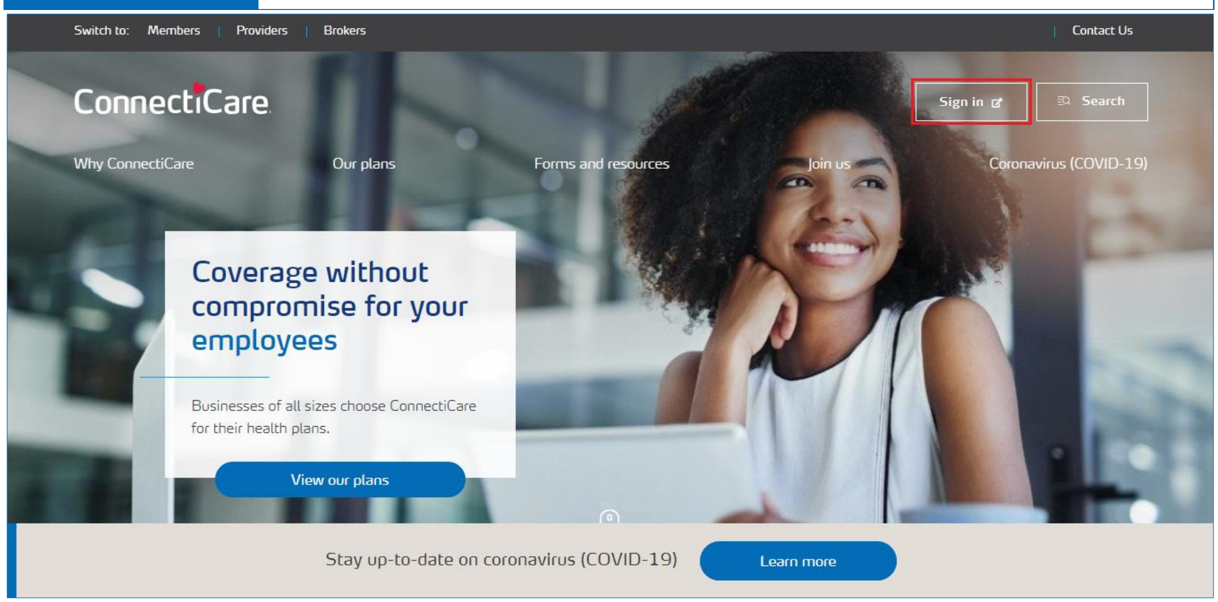


Let us look at the steps in detail to Request for Access.

Purpose: To request access to the portal.

Step 1:

1. In your browser, navigate to https://www.connecticare.com/employers.
2. Click **Sign in**.



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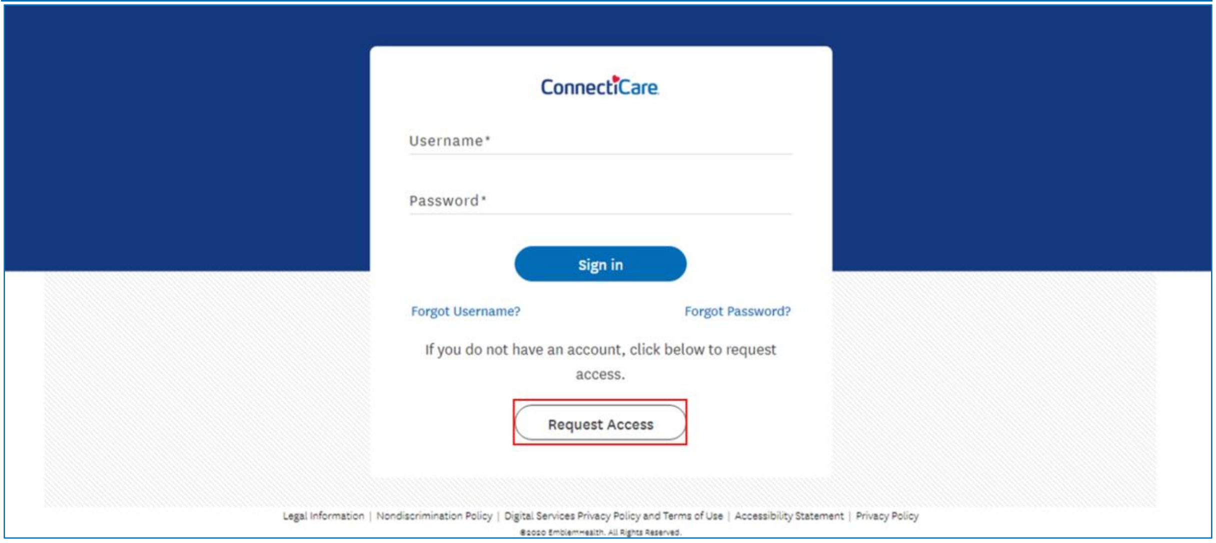
Step 2:

1. From the **ConnectiCare l**ogin page, click **Request Access**.

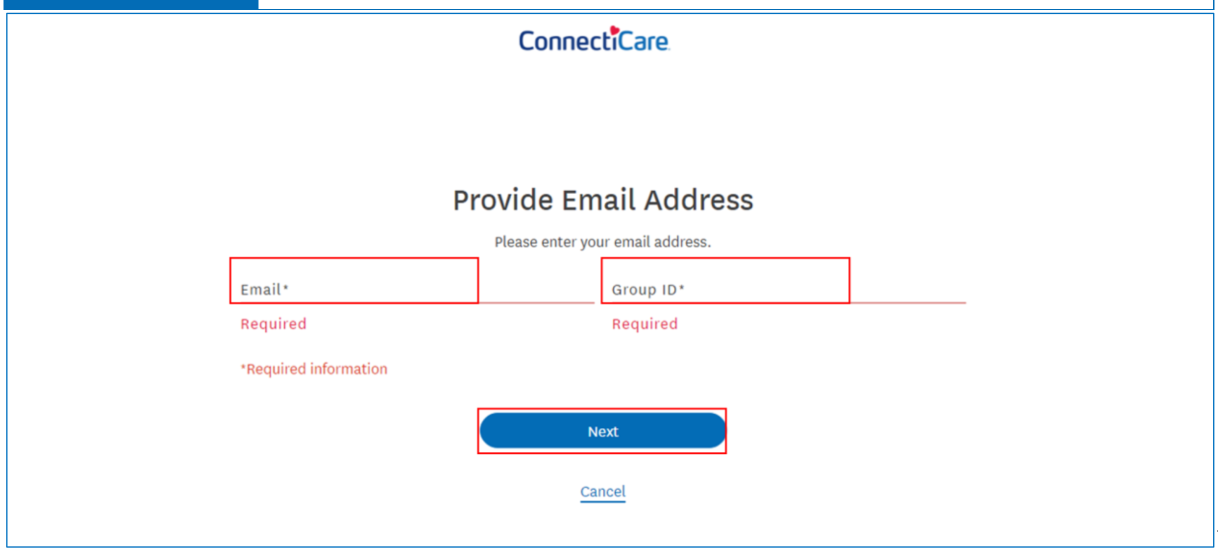


Step 3:

Request Access 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.



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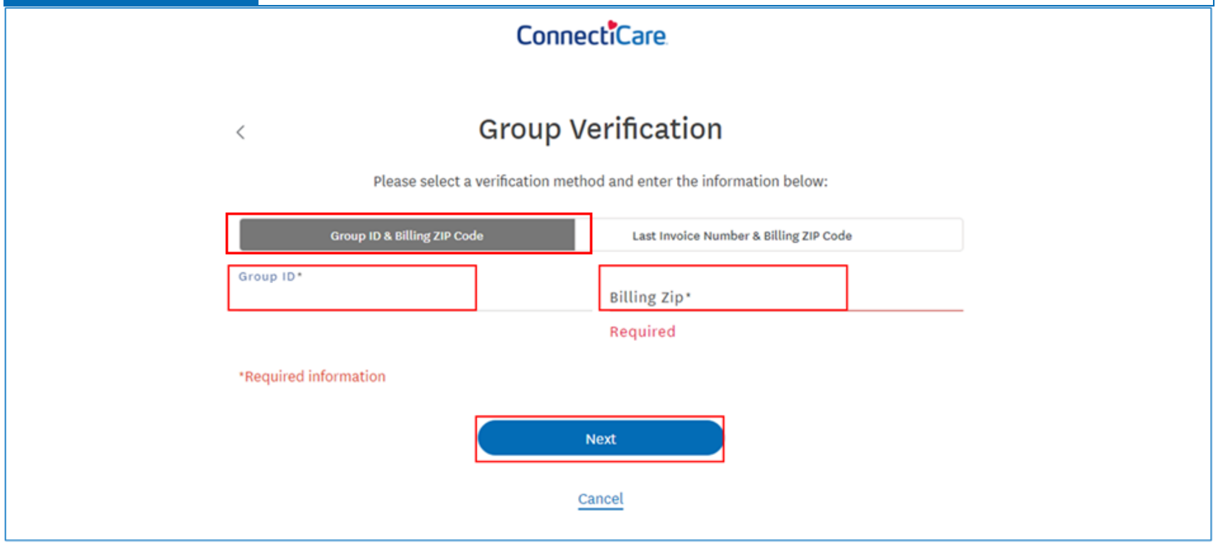
Step 4:

The Group Verification screen displays.

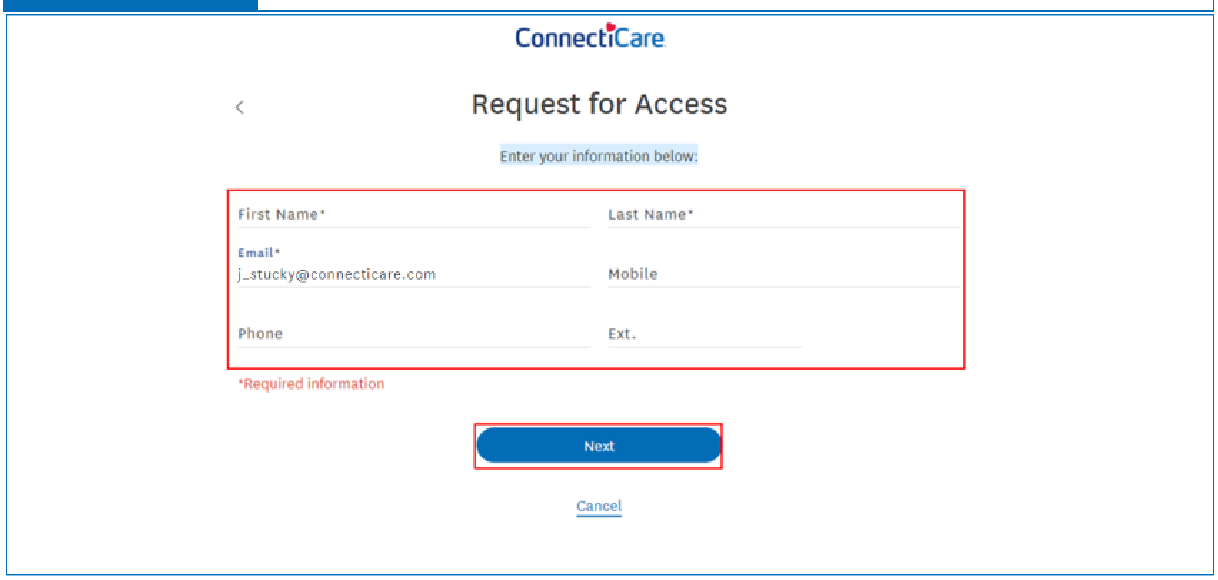
1. Select **Group ID & Billing Zip code** or **Last Invoice Number & Billing Code**.
   Note: For this example, we will select **Group ID & Billing Zip Code**.
2. Enter **Group ID** and **Billing Zip**.
3. Click **Next.**



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.**



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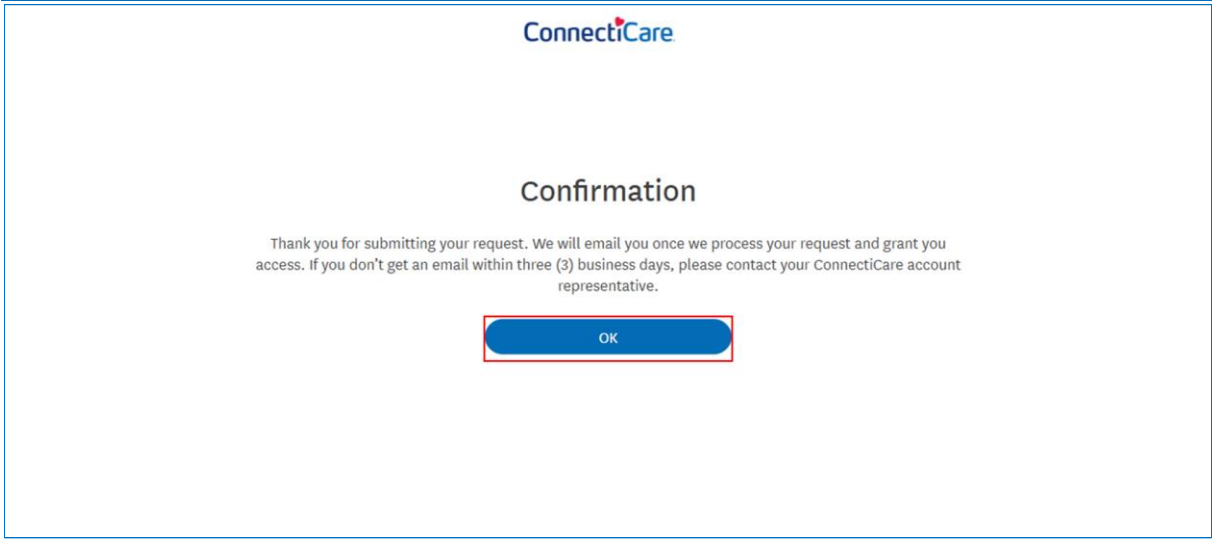
Step 6:

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.**



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.


ConnectiCare Communications <CCICommunications@connecticare.com>
Tue 12/14/2021 1:12 PM
To: vlocity_employer_tech_Team

ConnectiCare

Dear Lg Primary Admin,

The person listed below sent a request to access your ConnectiCare 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@connecticare.com

Mobile NA
Phone number: 5555555555 Ext.: NA

We're committed to supporting you.

Thank you,
ConnectiCare

KEEP IN TOUCH

Thank You