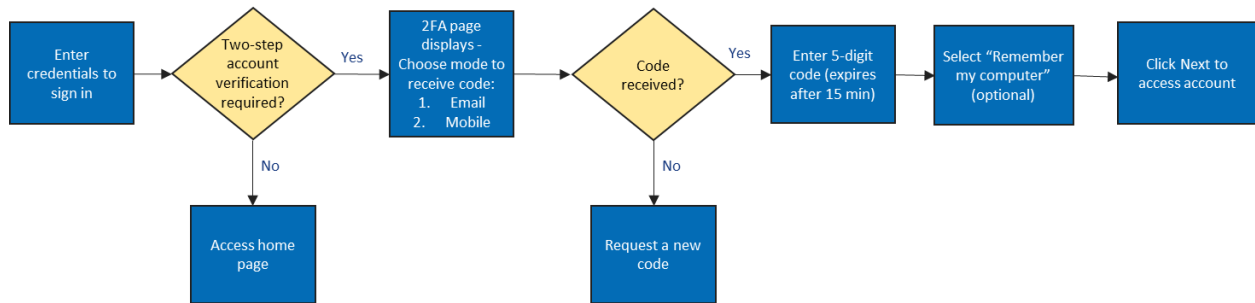


Employer Portal Login

Quick Reference Guide (QRG)




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



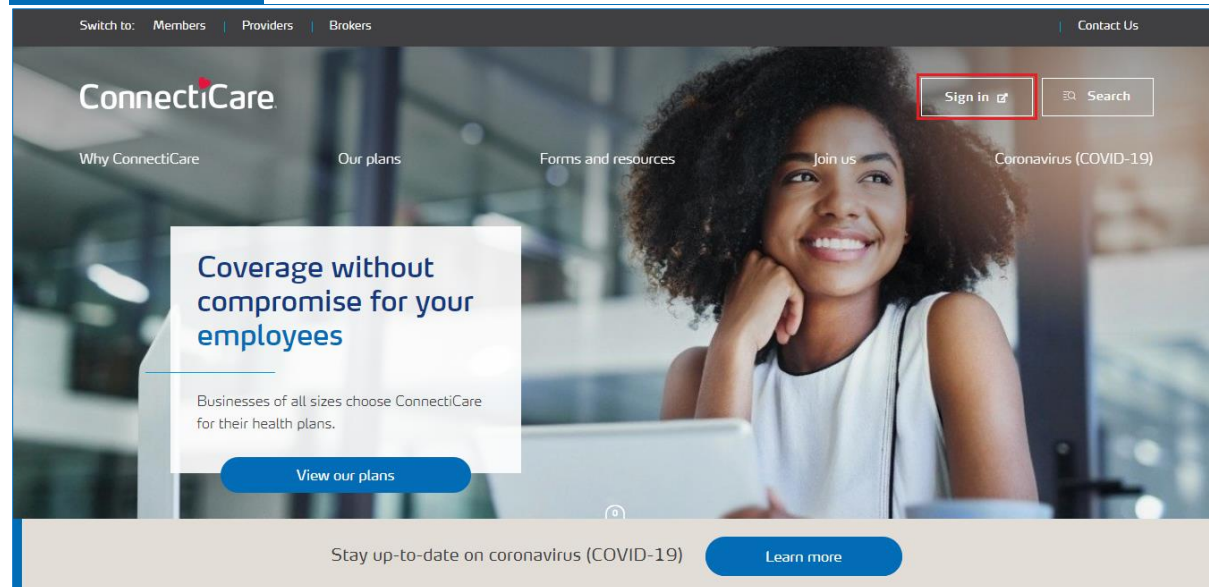
Let us look at the steps in detail to log in to the Employer Portal.

Purpose: Log in to the Employer Portal.



Step 1:

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



The screenshot shows the ConnectiCare website. At the top, there's a navigation bar with links for 'Members', 'Providers', 'Brokers', and 'Contact Us'. Below this is a large banner featuring a smiling woman. On the right side of the banner, there's a 'Sign in' button with a user icon, which is highlighted with a red box. To the right of the 'Sign in' button is a search bar. Below the banner, there are several sections: 'Why ConnectiCare', 'Our plans', 'Forms and resources', 'Join us', and 'Coronavirus (COVID-19)'. A large white box on the left side of the banner contains the text 'Coverage without compromise for your employees' and a 'View our plans' button. At the bottom of the page, there's a footer with the text 'Stay up-to-date on coronavirus (COVID-19)' and a 'Learn more' button.



Step 2:

1. On the **ConnectiCare** login page, enter **Username** and **Password**.
2. Click **Sign in**.

ConnectiCare

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
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Step 3:

The Two-Step Account Verification screen displays.

Note: Two-step verification is prompted in the following scenarios:

- During initial registration.
- Upon password reset.
- 90 days after selecting “Remember my browser”.
- 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.

Viji, please verify your ConnectiCare account

ConnectiCare Communications <CCICommunications@connecticare.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
⋮

Mon 11/29/2021 1:59 PM

ConnectiCare

Hi Viji,

Your ConnectiCare verification code is 91497.

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

We're committed to supporting our partnership.

ConnectiCare

KEEP IN TOUCH



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.

Home Roster Management Billing Transaction History Find Care Secure Messaging Resources

Enercare Corp Ltd
Welcome
Enercare Corp Ltd

Thank
You