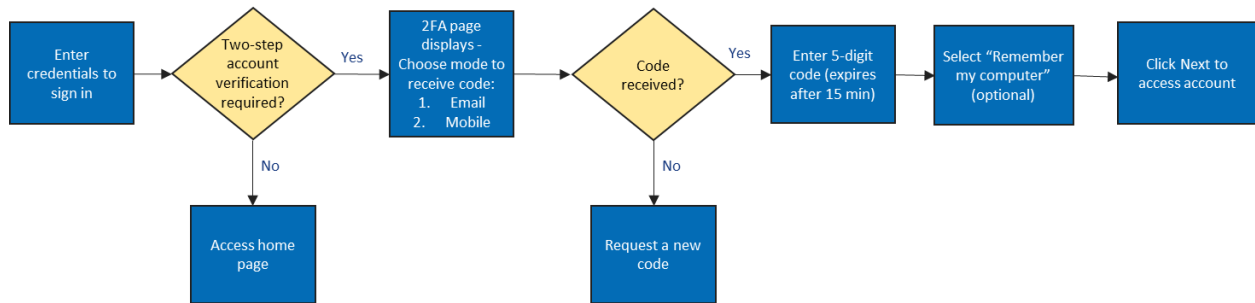# Employer Portal Login

Quick Reference Guide (QRG)

ConnectiCare

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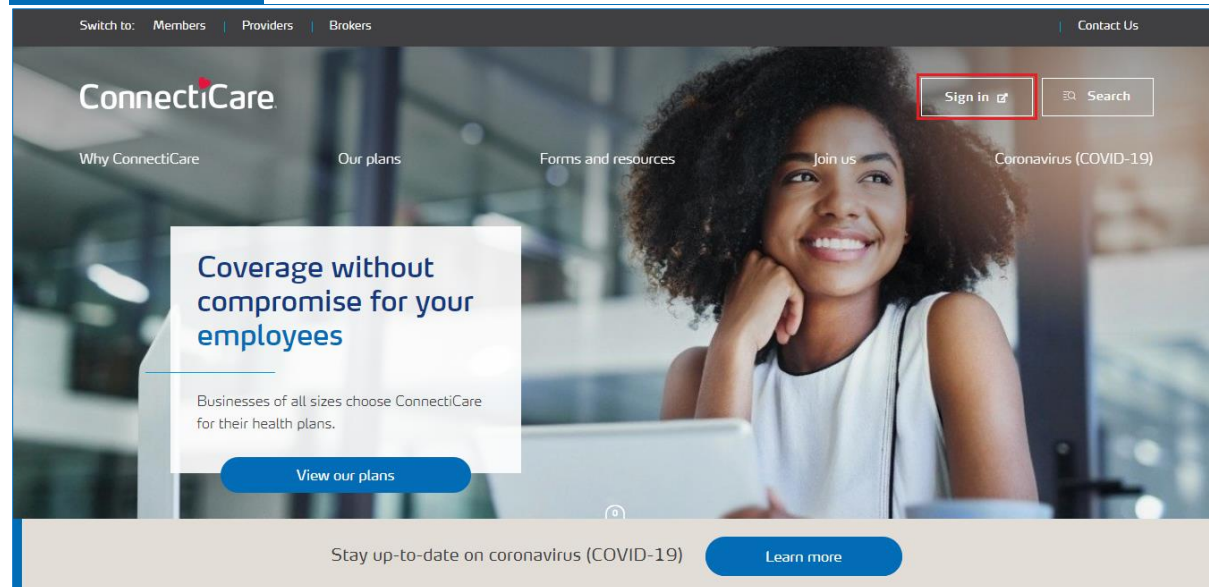

Let us look at the steps in detail to log in to the Employer Portal.

Purpose: Log in to the Employer Portal.

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

![ConnectiCare logo]

![icon] **Step 2:**	1. On the **ConnectiCare** login page, enter **Username** and **Password**. 2. Click **Sign in**.

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

↩ Reply ⪡ Reply All → Forward ···
Mon 11/29/2021 1:59 PM

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

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

![ConnectiCare logo]

Step 5: (with edit icon)	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: (with edit icon)	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