

Enrolling in the employer portal



Our online employer portal (EP) allows you to securely access critical information wherever and whenever you need it. This innovative and secure tool is available for employers and provides a direct connection for up-to-date information for everything your group needs.

Account setup: How do I enroll in the EP?

First, the employer who wants access to the EP will need to submit an [employer group admin registration form](#) to begin the enrollment process. Once the form is submitted and processed, the admin user will receive a registration email with further instructions on how to log into the employer portal.

Employer group admin users hold the power

After activating their account, the admin user will be responsible for managing their group's access. The admin user can add and remove users by clicking on the "Manage User Access" button. This page will list all current users that you granted access to your company's information.

Broker access

Your brokers now have native access to service your employer group from the broker portal. That means you don't need to grant any other access to your broker through the employer portal. The EP has functionality that will let you change some access/visibility.

Log into the employer portal

- Go to the [employer portal login](#).

Access granted



Once you have access to the EP, you can use an interactive pop-up tool called **Need Help?** to assist you with navigating through our site. Located on the sidebar of your screen, it will guide you through functions like:

- Enrollments/disenrollments
- Change employee demographics/primary care provider (PCP)
- View and request ID cards
- Premium invoice statements/make payments (fully insured groups)
- View invoice statements (Geisinger Funding Alternative groups)
- Financial funding reports for self-funded/ASO groups
- Manage user access

Questions? We can help.

If you're interested in learning more and becoming a registered user, reach out to your GHP sales account executive.

If you need EP support after you register, give us a call at [866-488-6653](tel:866-488-6653).

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