

How to Register for the EMPLOYERS EACCESS Policyholder Portal

1. Navigate to eaccess.employers.com
2. Click on [Need help signing in?](#) then on [Register Here](#).

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Sign In

Username

Remember me

Next

[Need help signing in?](#)

[Forgot password?](#)

[Unlock account?](#)

[Register Here](#)

[Help](#)

3. Enter your **Policy Number** & **Federal Tax ID** (no spaces or dashed included), then click **Next**.

Register as : Policyholder

Must be 12 characters

Must be 9 characters

Next

4. Verify your **Policy Name** & **Address** by clicking **Verify**.

A screenshot of a verification form. The form contains five input fields: 'PolicyName', 'Address', 'City', 'State', and 'Zip'. Each field is highlighted with a green border. Below the fields are two buttons: a light blue 'Back' button on the left and a dark blue 'Verify' button on the right. A green arrow points to the 'Verify' button.

5. Enter your **contact information** (user name is your email address).
a. To accept the terms and conditions, you will need to click **Accept Terms & Conditions**.

A screenshot of a registration form. The form contains five input fields: 'First Name *', 'Last Name *', 'User Name *', and 'Phone Number *'. Each field is highlighted with a green border. Below the fields is a checkbox labeled 'Accept Terms & Conditions', which is also highlighted with a green border. A green arrow points to this checkbox. At the bottom of the form are two buttons: a light blue 'Back' button on the left and a dark blue 'Register' button on the right. A green arrow points to the 'Register' button.

- b. To accept, click on **I agree**. After, click on the blue **Register** button.

Terms and Conditions

Welcome to the EMPLOYERS® EACCESS® website. EACCESS is a valuable resource provided to you by Employers Insurance Company of Nevada, Employers Compensation Insurance Company, Employers Preferred Insurance Company, Employers Assurance Company, and EIG Services, Inc. (together "EMPLOYERS", "we" or "us"). This EACCESS User Agreement ("Agreement") sets forth the terms and conditions by which EMPLOYERS provides the information on this website to you, as well as the terms and conditions governing your use of this site.

In consideration of EMPLOYERS providing you access to and use of this licensed application, the sufficiency of which consideration is hereby agreed to by you and EMPLOYERS, the parties further agree as follows:

By making use of the website, you accept and agree to be bound by the terms and conditions that appear here. The terms and conditions are subject to updating at any time without notice. Changes to the terms and conditions take effect when posted to the website. We encourage you to regularly check the website for changes to the Agreement.

We may terminate, change, suspend or discontinue any aspect of EACCESS, including the availability of any features of the website, its content and associated services, and/or your access to them, at any time in our sole discretion without any liability to you or any third party.

Scope

This Agreement covers your use of EACCESS, EMPLOYERS' proprietary website. Nothing in this Agreement grants you any proprietary rights in EACCESS or any part of our website, its methodology or the proprietary property embedded in EACCESS. This Agreement constitutes the entire agreement between you and EMPLOYERS with respect to your use of this website.

Laws and Regulations

Access to, and use of, this website are subject to applicable federal, state and local laws and regulations.

Governing Law / Choice of Law

This Agreement shall be governed by the laws of the United States and the State of Nevada without giving effect to its conflict of laws provisions. Section headings are included for convenience and have neither force nor effect upon this Agreement.

Do you agree to abide by the above terms and conditions?

6. An **email** will be sent to the email address provided. In order to activate your online EACCESS account, you should confirm your registration by **clicking the link within the email**. If you have any questions, please contact us at 888-682-6671 and we'd be happy to help.

New Account Registration!

Hi ,

Thank you for choosing to register for the EMPLOYERS EACCESS website. You are 1 step away from gaining access to our self-service portal where we provide the tools for you to manage aspects of your Workers' Compensation Policy with EMPLOYERS.

Please complete your EACCESS registration process by clicking on the following link.

[Activate EACCESS Account](#)

Should you have any questions or need assistance, please call our Customer Service Center at 1-888-682-6671(8 a.m. to 5 p.m. PDT).

This is an automatically generated message from [Employers](#). Replies are not monitored or answered.

7. After activating your account, you will be prompted to **create a new password** and select a **security image**. Click on **Create My Account** once completed.

Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

Repeat new password

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

	
	
	
	
	
	

Create My Account

8. Next, you will be required to **set up a two-factor authentication method** with a choice between *SMS Authentication (Text Message)*, *Voice Call Authentication (Phone Call)*, or *Email Authentication*.

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Select an authentication factor

- SMS Authentication
- Voice Call Authentication
- Email Authentication

15 minutes

Verify

Sign Out

9. Enter the delivered authentication code in the field and click **Verify**.
NOTE: Click on **Send code** or **Call** to receive the code.

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Voice Call Authentication
(+1 XXX-XXX-0438)

Enter Code

Call

Do not challenge me on this device for the next 15 minutes

Verify

Sign Out

10. Your **registration is now complete**.