



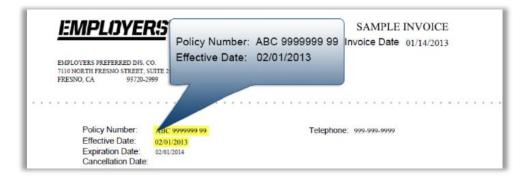
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How to Register for the EMPLOYERS® *EACCESS*® Policyholder Portal

- 1. Navigate to employers.com/eaccess.
- 2. Choose *Register as a Policyholder* and enter your Policy Number, Federal Tax ID and Effective date as prompted and then click *Next*.

Identify Your Account Co	ntact Information Security Information Terms of Service
* Register as * Policy Number	Agent Policyholder
* Federal Tax ID * Policy Effective Date	
	Back Next Cancel

Note that your Policy Number and Effective Date can be found on your invoice as shown below:



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3. Enter your contact information as prompted on the screen and then click next.

Identify Your Account Cont	act Information Security Information Terms of Service
* First Name * Last Name	
* Contact Type	•
* Primary Phone #	Ext.
	Back Next Cancel

4. Enter your email address, create a password and set your security questions as prompted on the screen and then click next.

* Username (Email Address) * Confirm Username	ntact Information Security Information Terms of Service	A valid password must meet all of the following conditions: 1. Password must not contain the following character(s): space 2. Password must contain at least 1 (owencase letter(s). 4. Password must contain at least 1 numeric character(s). 5. Password must not entain at least 1 uppercase letter(s). 6. Password must not ene of 6 previous passwords. 7. Password must not match or contain user ID.
* Password		h
* Confirm Password		
* Security Question 1	Select a security question	•
* Answer 1		
* Security Question 2	Select a security question	
* Answer 2		
* Security Question 3	Select a security question	
* Answer 3		
	Back Next Cance	

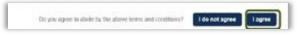
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5. Lastly, you will need to accept our terms of service in order to complete your registration. Click *I* agree to continue.



6. An email will be sent to the email address you provided. You must confirm your registration by clicking the link within the email. If you do not confirm your account within 30 minutes of receipt of the email, you will need to go through the registration process again.

Con	firm Your EMPLOYERS® EACCESS®
	Account Email Address
	r EACCESS email address by clicking on the following link: imployers.com/12345878910
	m your account email address within 30 minutes of the receip
this email, you w	III need to go through the email registration process again.

7. After confirming your registration, you will be taken back to the *EACCESS* log in page. You may now log in using your newly created username and password.

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