

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

1. Navigate to [employers.com/eaccess](http://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*.

The screenshot shows a registration form with a progress bar at the top containing four steps: Identify Your Account (active), Contact Information, Security Information, and Terms of Service. Below the progress bar, there are radio buttons for "Register as" with "Agent" and "Policyholder" options. The "Policyholder" option is selected. Below this are three required fields: "Policy Number", "Federal Tax ID", and "Policy Effective Date". Each field has a corresponding input box. At the bottom of the form are three buttons: "Back", "Next", and "Cancel".

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

The screenshot shows a "SAMPLE INVOICE" from EMPLOYERS. The invoice includes the following information: "Policy Number: ABC 9999999 99", "Invoice Date: 01/14/2013", and "Effective Date: 02/01/2013". A blue callout box highlights the "Policy Number" and "Effective Date" fields. Below the invoice details, there is a section with the following information: "Policy Number: ABC 9999999 99", "Effective Date: 02/01/2013", "Expiration Date: 02/01/2014", and "Cancellation Date:". The "Telephone: 999-999-9999" is also listed.

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

The screenshot shows a web form titled 'Contact Information' with a progress bar at the top indicating the current step. The form includes the following fields: 'First Name', 'Last Name', 'Contact Type' (a dropdown menu), and 'Primary Phone #' (with a separate 'Ext.' field). At the bottom of the form are three buttons: 'Back', 'Next', and 'Cancel'.

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

The screenshot shows a web form titled 'Security Information' with a progress bar at the top. The form includes the following fields: 'Username (Email Address)', 'Confirm Username', 'Password' (masked with dots), 'Confirm Password', and three 'Security Question' sections, each with a dropdown menu for the question and a text field for the answer. A callout box on the right side of the form lists password requirements: 'A valid password must meet all of the following conditions: 1. Password must not contain the following character(s): space. 2. Password must be at least 8 character(s) long. 3. Password must contain at least 1 lowercase letter(s). 4. Password must contain at least 1 numeric character(s). 5. Password must contain at least 1 uppercase letter(s). 6. Password must not be one of 6 previous passwords. 7. Password must not match or contain user ID.' At the bottom of the form are three buttons: 'Back', 'Next', and 'Cancel'.

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5. Lastly, you will need to accept our terms of service in order to complete your registration. Click / 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.



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.