

Registering as a Client Administrator

Phase One (Follow these steps to request the Access Key)

- 1 Go to www.healthnet.com/employer.
- 2 Select Register.



- 3 You can choose 1 of 2 methods to sign up:
 - Enter the Group ID number.
 (Note: 6 characters with numbers and letters can be found on your invoice. If you have multiple Group ID numbers, use the Group ID number designated with the letter A at the end.)

Or

Enter the Group Policyholder
 ID number.

(**Note:** The Policyholder ID number must be 9 digits. Extra zero(s) must be added in front of the Policyholder number to equal 9 total digits.)

- 4 Select No, please email me an Access Key.
- 5 Click Submit.
- 6 Fill out all required information as indicated by the asterisks and highlighted areas.
- 7 Click Submit.
- 8 You will be asked to verify your information and click *Submit* again.

You have now successfully completed Phase One of the registration process

	/	
	Please verify the following entries are correct.	
gain.	Client ID/Group Number:	X00000X
O	Client Name:	NOT A REAL COMPANY, INC.
	Name:	John Doe
ed	Job Title:	Anything
	Phone Number:	818-555-1212
SS.	Email Address:	test@test.com
	Street Address:	12345 Street Name
2. Request Access Key	3. Verification 4.	Confirmation
s kev has been submitted.		
ing. Once your request is appro	oved, your access key will be email	CANCEL SUBMIT
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For a brief tour of the Health Net
Employer Portal, click on the
Take a Tour link. It won't take long we promise.

(continued)

Please allow two business days for processing. Once your request is approved, your **16-digit Access Key will be emailed** to the email address provided in your request.

Phase Two (Follow these steps once you receive the Access Key)

- 1 Follow steps 1 through 3 from Phase One.
- 2 Select Yes, I have an Access Key, and input the Access Key provided in your email.
- 3 Then click Submit twice.
- 4 Follow the prompts to create a user account (create a user name and password, and select a Sign-in Seal).
- 5 You will be asked to verify your information and click *Submit* again.
- 6 Click Continue to Manage User Accounts in order to navigate to the Employer Portal.



Questions? You may contact the Account Services Unit at 1-800-547-2967, option 0.

