



Registering as a Client Administrator

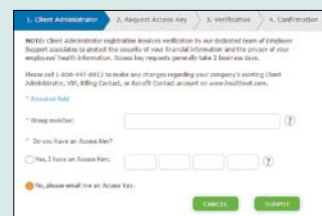
Karen Boyd
Health Net

Phase One (Steps to follow to request the Access Key)

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

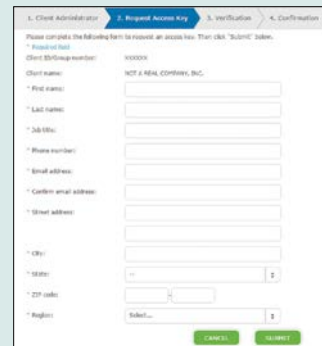


- 3 You can choose 1 of 2 methods to sign up:
 - Enter the **Group ID number** (Note: 6 characters with numbers and letters can be found on your invoice. If you have multiple Group ID numbers, use the Group ID number designated with the letter A at the end.)



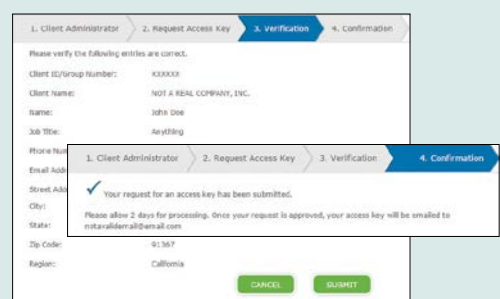
or

- Enter the **Group Policy Holder ID number** (Note: The Policy Holder ID number must be 9 digits. Extra zero(s) must be added in front of the Policy Holder 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.



For a brief tour of the Health Net Employer Portal, click on the [Take a Tour](#) link. It won't take long, we promise.

Please allow 2 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 (Steps to follow once the Access Key has been received)

- 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 You will click *Submit* twice.
- 4 Follow the prompts to create a user account (create a user name, password and select a Sign in Seal).
- 5 You will be asked to verify your information and click *Submit* again.
- 6 Click on *Continue to Manage User Accounts* in order to navigate to the Employer portal. You will now have full access to Health Net's Employer Portal!

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