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# Registering *as a* Client Administrator

## 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 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 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 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. 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.**

For a brief tour of the Health Net Employer Portal, click on the *Take a Tour* link. It won't take long – we promise.