## EMPLOYEE PORTAL



CareWorks	<b>1</b>
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Once you're at the log-in screen, you'll need to register as a "user" to have access to your account information. Just select the "**Register Now**" button and it will take you through the simple process.



On the registration screen you'll simply need to input your personal data such as your **Name, Date of Birth, Zip Code, and Employee Number.** You can access your Employee Number found on your pay stub.

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The next step is to supply an email address and create a secure password. Passwords must be 7-15 characters in length and contain letters and numbers.



After you enter an email address into the system, it will generate an access code for you to use. **Input your access code in the spot provided** and your registration will be complete!



**CONGRATULATIONS, your account is now active.** Access the Portal to review time spent or remaining on your benefit plans, see updates to your case, even open up a dialog with our customer service reps. We're ready to help!