

You can register for *EACCESS* by doing the following:

- a. Navigate to employers.com/eaccess.
- b. Choose Register as a Policyholder and enter your Policy Number, Federal Tax ID and Effective date as prompted and then click *Next*.

Identify Your Account Contact Information Security Information Terms of Service

* Register as Agent Policyholder

* Policy Number ?

* Federal Tax ID

* Policy Effective Date ?

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(Note that your policy Number and Effective Date can be found on your invoices as shown below)

EMPLOYERS SAMPLE INVOICE

Policy Number: ABC 9999999 99 Invoice Date 01/14/2013
Effective Date: 02/01/2013

EMPLOYERS PREFERRED DNS, CO.
7110 NORTH FRESNO STREET, SUITE 200
FRESNO, CA 95720-2999

Policy Number:	ABC 9999999 99	Telephone:	999-999-9999
Effective Date:	02/01/2013		
Expiration Date:	02/01/2014		
Cancellation Date:			

- c. Enter your contact information as prompted on the screen and then click *Next*.

Identify Your Account **Contact Information** Security Information Terms of Service

* First Name

* Last Name

* Contact Type

* Primary Phone # Ext.

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- d. Enter your email address, create a password and set your security questions as prompted on the screen and then click *Next*.

Identify Your Account Contact Information **Security Information** Terms of Service

* Username (Email Address)

* Confirm Username

* Password

* Confirm Password

* Security Question 1

* Answer 1

* Security Question 2

* Answer 2

* Security Question 3

* Answer 3

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.

e. Lastly, you will need to accept our terms of service in order to complete your registration. Review and click I agree to continue.

Do you agree to abide by the above terms and conditions?

f. 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.



**Confirm Your EMPLOYERS® EACCESS®
Account Email Address**



Please confirm your **EACCESS** email address by clicking on the following link:
<http://eaccess-qa.employers.com:12345678910>

If you do not confirm your account email address within 30 minutes of the receipt of this email, you will need to go through the email registration process again.

Customer Support: 1-888-682-6671
www.employers.com



SIGN UP FOR OUR NEWSLETTER

g. 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.