



# Registering as a Client Administrator

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

- 1 Go to [www.healthnet.com/employer](http://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.

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.**

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