



Employer Portal Quick Start Guide

Congratulations!
You've registered to use the
Employer Portal!
Now, how do you begin?

What's covered in this guide?

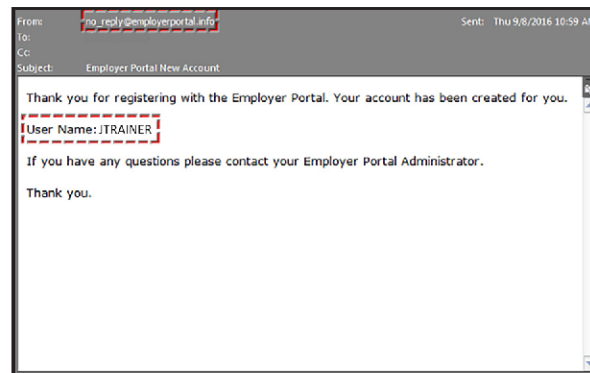
1. Obtaining Your User Name & Password
2. Logging In for the First Time
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5. Field Definitions
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7. Documents Available Email Notification
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1. Obtaining Your User Name & Password

You will receive an email from

no_reply@employerportal.info

- The email will contain your User Name
- Temporary password will be provided to you verbally

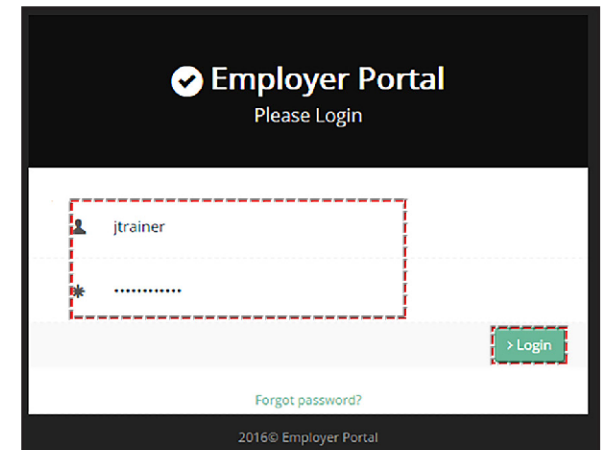


2. Logging In for the First Time

Go to

<https://employer.employerportal.info>

- Input your User Name
- Input your Temporary Password
- Click Login



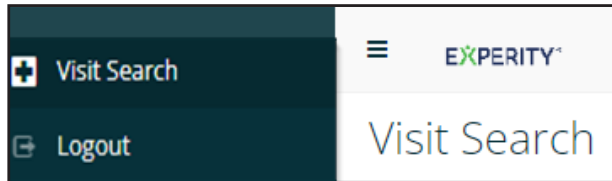
- Select your security questions
- Input your security answers
- Input your new password
- Confirm your password
- Click Submit

Reset Password

Security Question*	Select a Security Question ...
Answer*	Enter Answer ...
Security Question 2*	Select a Security Question ...
Answer 2*	Enter Answer 2 ...
New Password*	Enter New Password ...
Confirm New Password*	Confirm New Password ...

3. Visit Search Criteria

To search for Employee Visits, select Visit Search on the Menu Bar.



4. Visit Search Results

The Search Results provide you with an overview of the matching Employee Visits.

SL	EMP ID	EMP NAME	SERVICE	FIRST	LAST	VISIT DATE	VISIT TYPE	CATEGORY	LAST UPDATE	Reviewed
1	200	145	RANDOM DRUG SCREEN	AARON	TEST	09/08/2016	EPS	THAMING COMPANY	09/08/2016 11:11:11 AM	NA
2	200	145	DOT PHYSICAL	CARLIE	TEST	09/08/2016	EPS	THAMING COMPANY	09/08/2016 11:11:11 AM	NA
3	200	145	DOT PHYSICAL	DAVID	TEST	09/08/2016	EPS	THAMING COMPANY	09/08/2016 11:11:11 AM	NA
4	200	145	DOT PHYSICAL	FRANK	TEST	09/08/2016	EPS	THAMING COMPANY	09/08/2016 11:11:11 AM	NA

Let's take a closer look!

Visit Status	Services	First	Last	Visit Date	Visit Type
Checked Out	RANDOM DRUG SCREEN	AARON	TEST	09/08/2016	EPS
Complete	PRE-EMPLOYMENT PHYSICAL	BAILEY	TEST	09/08/2016	EPS
Checked In	DOT PHYSICAL	CARLIE	TEST	09/08/2016	EPS
Complete	RANDOM DRUG SCREEN	DAVID	TEST	09/08/2016	EPS
Complete	DOT PHYSICAL	FRANK	TEST	09/08/2016	EPS

You can filter by the following Search Criteria:

- Employee Last Name
- Employee First Name
- Date of Birth
- Visit Status
- Visit Type
- Last Four SS#
- Date Range
- Reviewed

Employee Last Name:

Employee First Name:

Visit Status:
Select an Option

Visit Type:
Select an Option

Show Visits:
☒ Unreviewed
 ☐ Last 5 Days
 ☐ Last 10 Days
 ☐ Last 2 Weeks
 ☐ Other

Visit Date From:
09/01/2016

Visit Date To:
09/14/2016

Search

Clear

5. Field Definitions

Now that you have your search results, let's see what all of this information means.

Visit Status	Definition
Checked In	Registration is complete
Checked Out	Employee is discharged
In Process	The visit is in process by the clinical staff
Complete	All results & documents are completed
Reviewed	Employer has reviewed the visit documents



Date Fields	Definition
Visit Date	Date of Employee Visit
Last Updated	Date of Last Update to Visit Details

Visit Type	Definition
EPS	Employer Paid Service
WC	Worker's Compensation

Service Results	Definition
Pending	Results are not finalized
See Documentation	Results are documented and available to be reviewed

6. Reviewing Visit Details

Let's look at the employee's Visit Details. To do this, click on the magnifying glass.

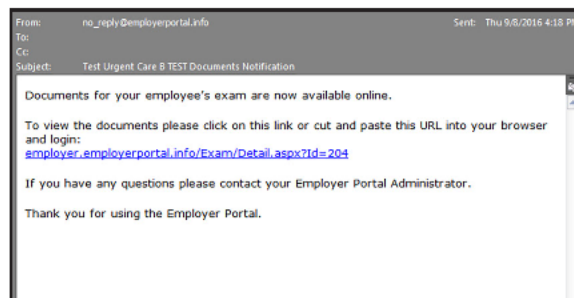
Search Results			
	EXID	EID	Visit Status
	215	141	Checked Out
	204	142	Complete

The Visit Details shows a more in-depth view of the employee's visit, including a full list of the Services and their Results.

View Visit - TRAINING COMPANY	
<input type="checkbox"/> Review Exam	<input type="button" value="Submit"/>
Visit Details	
Reviewed By:	
First Name:	BAILEY
DOB:	02/18/1992
Check In Time:	02:24:00 PM
Visit Status:	Complete
Last Update Time:	09/08/2016 01:25:06 PM
Service:	PRE-EMPLOYMENT PHYSICAL
Service Results:	See Documentation

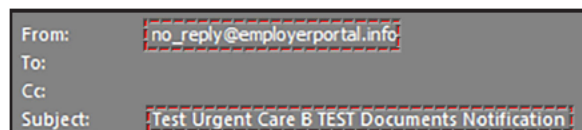
7. Documents Available Email Notification

You will receive email notifications when documents are available for each employee visit.

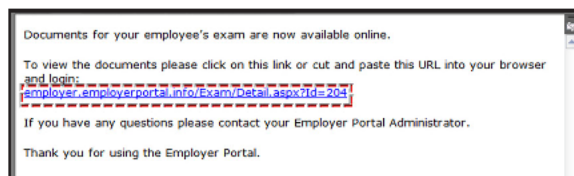


Emails are sent from no_reply@employerportal.info.

The Medical Practice and Employee First Initial Last Name will be listed in the email subject line.

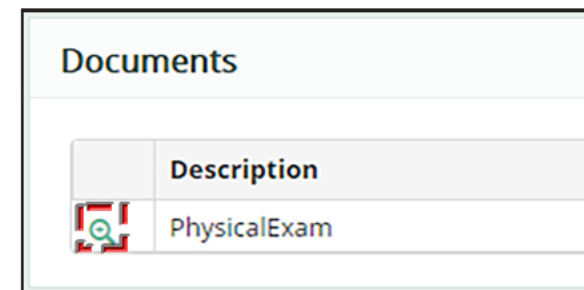


The email will include a link that will take you directly to the Visit Details page for that employee.

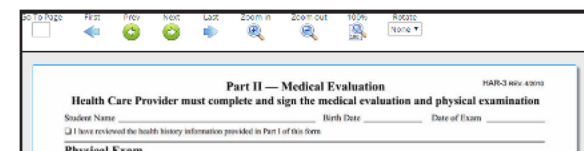


8. Viewing Employee Visit Documents

Documents are available! Let's view them. To view the document, click the magnifying glass.



The document will open up in a viewer. You can page through and/or zoom as needed.



9. Forgot Your Password?

Click the forgot password link on the Login page, answer your security questions, and you'll be sent a temporary password via email.

