Employer Portal QuickStart Guide

Welcome to the EVHC Employer Portal. This one-stop portal gives you the tools you need to better support your employees in the management of their pre-tax benefit plans such as myEVHC Accounts.

The Employer Portal is convenient and easy to use. Any-time access to the portal allows you to:

- View current and prior year plan information
- Access forms and documents
- Retrieve over 50 scheduled reports or notifications
- View real-time individual participant account summary, enrollments, contributions, claims and payments
- Access history of reports and notifications

And, user access levels are role-based. Each role determines access rights not only to administrative pages and operations, but also to underlying data in applicable reports.

How do I get access to this portal?

The new employer portal will be accessible through **myEVHC.com**

Simply login to your account on **myEVHC.com** and click the single-sign-on link:

myEVHC Spending Accounts

The **Home Page** is easy to navigate:
Once you have accessed the employer portal, everything you need to efficiently and effectively manage your CDH Accounts is found on the home page. You will see a history of the reports and notifications with quick links to the latest versions. From the home page, you can:

- View employee level data
- Download forms
- View reports
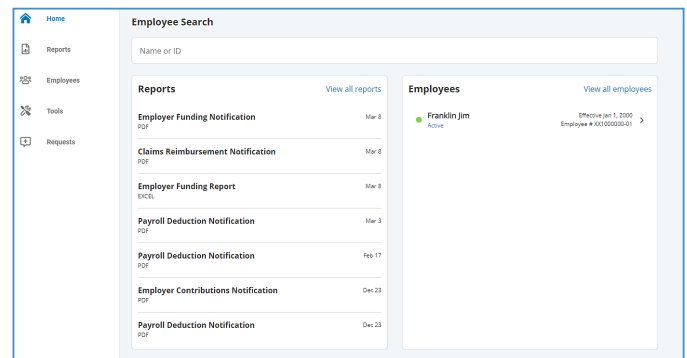
You can also access the reports, employee information and tools by clicking the icons on the left side of the home page.

How do I view reports?

1. On the **Home** Page, click the **Reports** icon, there will be a list of all available reports that can be viewed.

2. Simply select the relevant enrollment, financial, contribution or plan information report desired and it will automatically be displayed.

3. If there is a report that you need, but do not see, you can contact EVHC to request it.
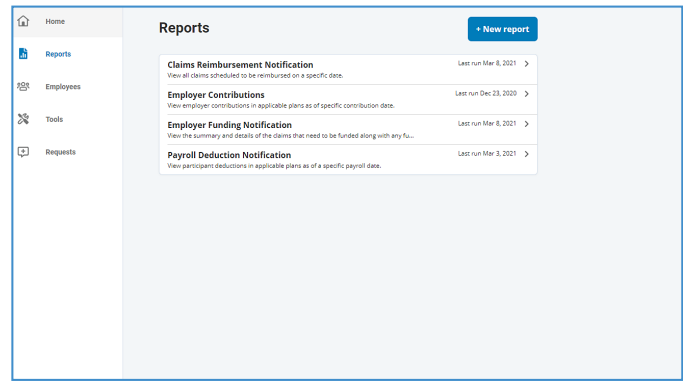
What kind of employee-level data can I access?

1. Under the **Employees** icon, you can get real-time data on all enrolled employees.

2. You can search for employees using first name, last name or employee identifier (defined ID or SSN).

3. Once in the employee view, you can access the following information:

   a. Account Summary

   b. Profile

   c. Enrollments

   d. Contributions

   e. Claims

   f. Payments

   g. Status
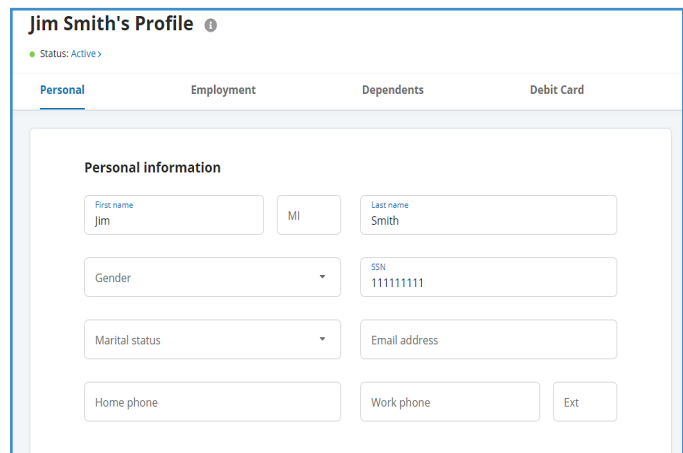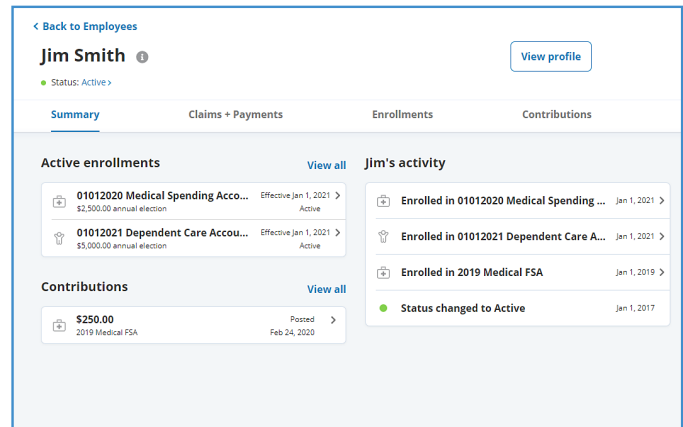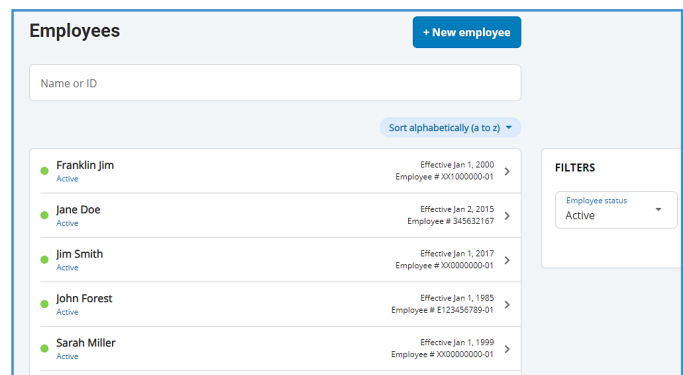
Tools & Support

Support resources

Portal Links	Plans	Resources
Links added by your administrator	Your active plan list and past plan archives	A knowledge base for forms and documents

Will I be able to access any of my plan information?

1. Under the **Tools** icon, you will find the **Plans** icon.

2. Information available is:
   - Plan Summaries
   - Plan Details and Rules

Where would I access required forms?

1. Under the **Tools** icon, you will find the **Resources** icon.

2. In this section you can download and print any forms needed.

3. You will also have access to any other documents or custom materials related to your plans in this tab.

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