

Creating your account on Employer Self Service Portal

Click on <http://www.uhh.org/>

Click on “Employers” tab.

Click on “New User” and follow the steps to register your account.

An email will be sent.

Follow the link in the email to continue the registration process.

The email will be from noreply@uniteherehealth.org, check your spam folder.

Step 1:

The screenshot shows the Unite Here Health Employer Self Service Portal. The browser address bar displays <https://www2.uniteherehealth.org/WebPortal/Home/Login?>. The page features the Unite Here Health logo, a search bar, and navigation links for CAREERS and LIBRARY. A red navigation bar contains links for ABOUT US, PLANS, HEALTH CENTER, MEMBERS, PROVIDERS, EMPLOYERS, RESOURCES, and CONTACT US. The main content area is titled "Employer Portal" and includes a login form with fields for User Name and Password, a checkbox for "I agree with terms of use", and buttons for Login, New User, and Forgot Login Info. To the right of the form are three photographs: two men in white coats, a man in a white chef's coat, and two men in a kitchen setting. Below the form is a section titled "Benefits Of Registering" with the text: "Employers can submit monthly contribution reports online through ESS - Employer Self Service Portal. To <https://www2.uniteherehealth.org/WebPortal/Register/VerifyEmployer> representative at (630) 236-5100."

Step 2:

The screenshot shows a web browser window with the URL <https://www2.uniteherehealth.org/WebPortal/Register/Verify>. The page features the Unite Here Health logo, a search bar, and navigation links for CAREERS and LIBRARY. A dark red navigation bar contains links for ABOUT US, PLANS, HEALTH CENTER, MEMBERS, PROVIDERS, EMPLOYERS, RESOURCES, and CONTACT US. The main content area is titled "Employer Registration" and includes a light blue box with instructions: "Register by verifying Email and Last Name. This secure online area is solely for the use of Employers. Please enter the required information in the boxes below." Below this is a "Login" button for those already registered. The registration form has two input fields: "Last Name" and "E-mail", both with asterisks indicating required fields. A "Register" button is positioned below the "E-mail" field. To the right of the form are three photographs: the top one shows two men in work attire, the middle one shows a man in a white shirt in front of a display of boxes, and the bottom one shows two men in an office setting.

Step 3:

The screenshot shows the same Unite Here Health website, but the registration process is complete. A green success message box at the top left states: "Successfully emailed [redacted] your registration link. Please check your spam filter for an email from 'noreply@uniteherehealth.org'." The registration form is no longer visible. The rest of the page layout, including the logo, navigation bar, and photographs, remains the same as in Step 2.

From: donotreply@uniteherehealth.org [mailto:donotreply@uniteherehealth.org]

Sent: Tuesday, December 11, 2018 3:27 PM

To: Rivera, Delilah <drivera@uniteherehealth.org>

Subject: User Name Recovery Request

This is an automated message from UniteHere Health My Health Fund.
*** Please do not reply to this message ***

Dear DELILAH RIVERA,

Thank you for requesting your user name.

Your User Name is: DRIVERA

[Please login.](#)