

How to Create a BusinessPlus Account for an Employer

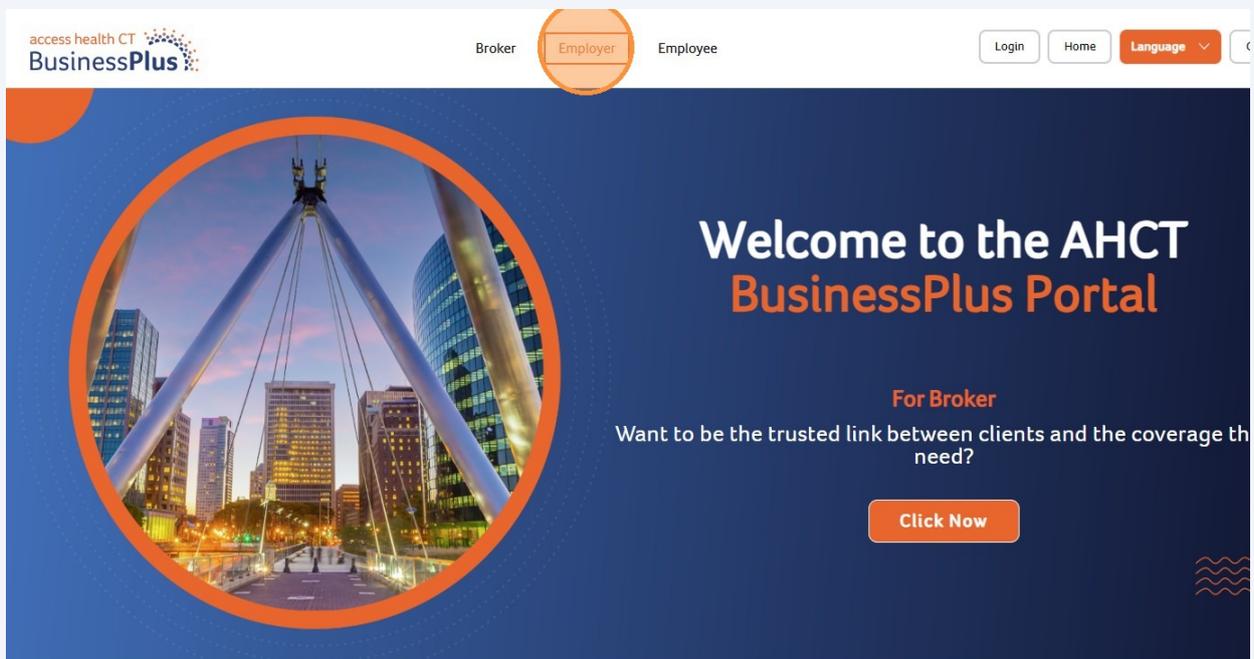
Employer set up guide

1 Step 1 — Access the Employer Portal

Go to the Employer homepage:

<https://www.accesshealthct.com/BusinessPlus>

Select Employer, then click Create Account.



Fields marked with * are required.

Company Information

Company Name*

Company Type*

TIN/EIN*

Business Main Point of Contact

First Name* Last Name*

Email Address*

2 Step 2 — Enter Company Information

Click **Company Information** and complete the required employer details, including:

- **Company Name**
- **Company Type**
- **Tax ID (TIN/EIN)**

Fields marked with * are required.

Company Information

Company Name*

Company Type*

TIN/EIN*

Business Main Point of Contact

First Name* Last Name*



3 Step 3 — Add the Business Main Point of Contact

Enter the primary contact for the business. This person will manage the employer account.

Required fields include:

- First Name
- Last Name
- Email Address

TIN/EIN*

Business Main Point of Contact

First Name* Last Name*

Email Address*



4 Step 4 — Create Account Information

Click Account Information and create login credentials.

User ID Requirements

- Must be 5–15 characters
- Letters and/or numbers only

Create and confirm the account password.

Account Information

User ID*

5 to 15 letters and/or numbers

Password* Re-enter Password*

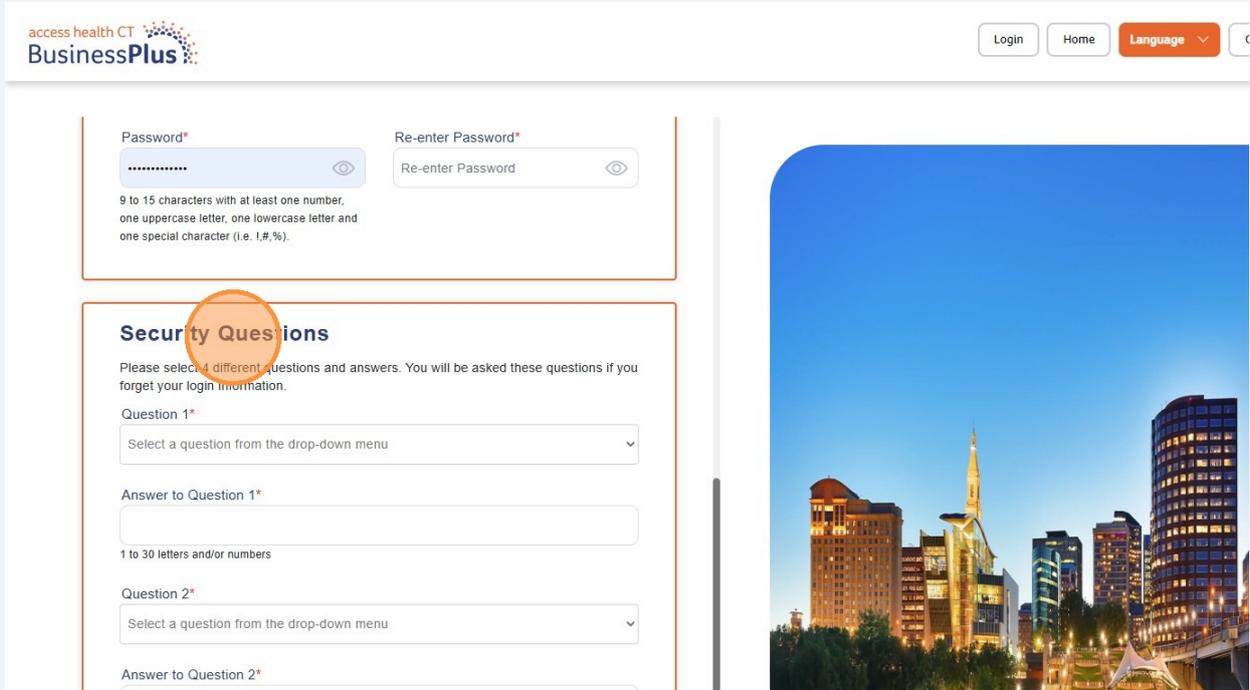
9 to 15 characters with at least one number, one uppercase letter, one lowercase letter and one special character (i.e. !, #, %).



5 Step 5 — Set Security Questions

Select four different security questions and provide answers.

These will be used to verify identity if login information is forgotten.



access health CT
BusinessPlus

Login Home Language

Password*
.....

Re-enter Password*
Re-enter Password

9 to 15 characters with at least one number, one uppercase letter, one lowercase letter and one special character (i.e. !, #, %).

Security Questions

Please select 4 different questions and answers. You will be asked these questions if you forget your login information.

Question 1*
Select a question from the drop-down menu

Answer to Question 1*
1 to 30 letters and/or numbers

Question 2*
Select a question from the drop-down menu

Answer to Question 2*

6 Step 6 — Complete Security Verification

Select the Security Image and confirm the “I’m not a robot” verification.

Answer to Question 3*

1 to 30 letters and/or numbers

Question 4*

Select a question from the drop-down menu

Answer to Question 4*

1 to 30 letters and/or numbers

Security Image

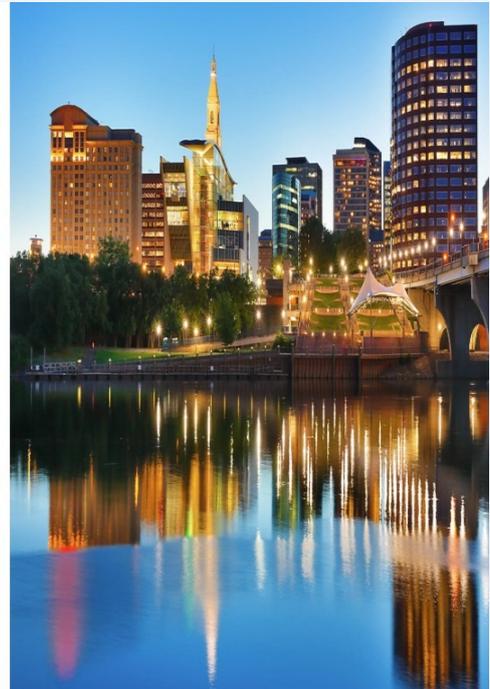
I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#)

 reCAPTCHA
Privacy - Terms

User Acceptance Agreement

Yes, I accept the [User Acceptance Agreement](#) which specifies how my information will be kept confidential and secure. To view the User Acceptance Agreement, click the link above.

[Back](#) [Create Account](#)



7 Step 7 — Accept the User Agreement

Review and accept the User Acceptance Agreement, which explains how account information is kept confidential and secure.

Question 4*

Select a question from the drop-down menu

Answer to Question 4*

1 to 30 letters and/or numbers

Security Image

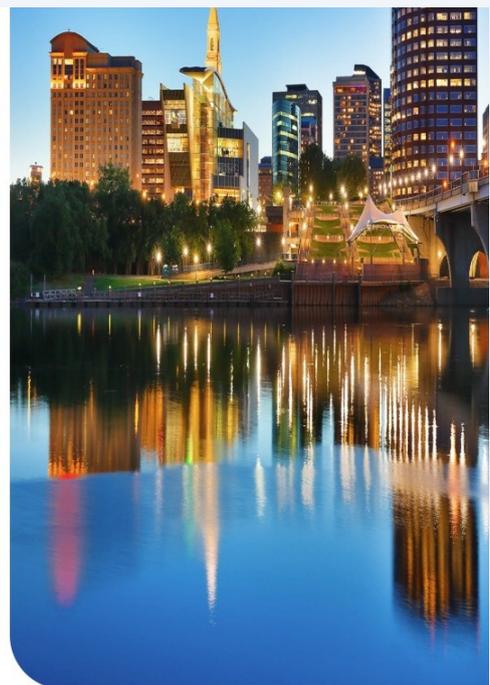
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 reCAPTCHA
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8 Step 8 — Create the Account

Click Create Account to finalize employer registration.

Question 4*

Select a question from the drop-down menu

Answer to Question 4*

1 to 30 letters and/or numbers

Security Image

I'm not a robot

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reCAPTCHA [Privacy](#) - [Terms](#)

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