# ESIS Spherical®

Employee Self-Service Portal



## ESIS' secure online portal puts control of your claim at your fingertips!





Stay up-to-date on the status of your claims

Download, print, or upload forms and letters from your computer or smart phone



Add a new note for your Case Manager

#### Ready to start?

To log into the ESIS Spherical Self-Service Portal, <u>click here</u> and log in. Your email address is your user name.

#### Accessing the Spherical Self-Service Portal for the First Time

New users must register and activate your login for the portal:

- Your email address serves as your user name for logging into the Portal.
  - If we don't have your email address on record, please call ESIS at 833-807-1740 or email us at <u>PortalHelpdesk@ESIS.com</u>. Once you give us your email, we can set you up in our portal.
- Once we have you set up in the portal, **log in** at <u>https://esis-spherical.force.com/eep/cveep\_Login</u>.
- Enter your email address into the email field and click the **Activate** button. You will see a message asking you to check your email.
- Find and open the message with a subject line referencing the portal. Note your Username (your email address) and a link to the portal.
- **Click** on the link, and you will receive a notice to change your password via email.
- Enter your new password, verify the new password and you will automatically be logged into the portal.

| Username           |                                |
|--------------------|--------------------------------|
| •••••              |                                |
|                    | Login                          |
| Remember Email     |                                |
| Password problems? | Logging in for the first time? |
| Forgot Password    | Activate Login                 |

# Real-time information at your fingertips



### The ESIS Spherical Portal Lets You:

#### View and Use Forms

- Claim authorization form to start your claim
- Medical Certification forms to be completed by your treating physician

#### Start a New Claim

- Create a new claim 24 hours a day, 7 days a week, 365 days a year
- Upload documents from your computer or send a picture from your phone
- Sign and upload your HIPPA authorization form to release medical information to us
- Send a note to your Case Manager

#### Find Useful Information

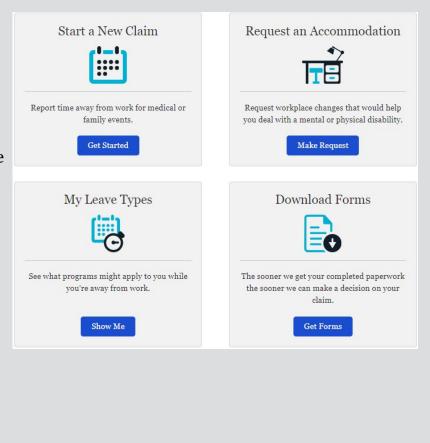
- Frequently Asked Questions
- What you need to know to file, update, or check the status of your claim
- Your company's policies

#### View Your Current Claims or Leaves of Absence

- Review all open claims and leaves
- Monitor the status of your claim in real-time
- Confirm Medical Certification was received
- Send a note to your Case Manager with any change in treatment or appointments

#### We make it easy

- Easy access
- Secure site
- Available for all functions 24/7/365
- Check the status of your claim in real-time from your phone or computer
- Report time and dates needed for intermittent leave
- Download, print or upload medical information
- Contact us anytime with any changes in treatment or your expected return-to-work date



### Need Help Accessing the Portal?

Call or email us – our team is ready to assist you.

1-833-807-1740 (Monday - Friday from 8:00am - 7:00pm EST) Portal Helpdesk@esis.com (Monday - Friday from 8:00am - 7:00pm EST)

ESIS Integrated Absence Management Team administers FMLA and STD for Rexel USA.