

ESIS Spherical[®]

Employee Self-Service Portal

ESIS[®]
A Chubb Company



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



File a new claim



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



Download, print, or upload forms and letters from your computer or smartphone



Add a new note for your Case Manager

Ready to start?

To log into the ESIS Spherical Self-Service Portal, [click here](#) 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 PortalHelpdesk@ESIS.com. 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 https://esis-spherical.force.com/eep/cveep_Login.
- 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.

The screenshot shows a login interface with a dark blue header labeled "Login". Below the header are two input fields: "Username" and a password field with masked characters. A blue "Login" button is positioned below the password field. Underneath the button is a checkbox labeled "Remember Email". At the bottom of the form, there are two links: "Password problems?" and "Logging in for the first time?". Below these links are two buttons: "Forgot Password" and "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

Start a New Claim



Report time away from work for medical or family events.

[Get Started](#)

Request an Accommodation



Request workplace changes that would help you deal with a mental or physical disability.

[Make Request](#)

My Leave Types



See what programs might apply to you while you're away from work.

[Show Me](#)

Download Forms



The sooner we get your completed paperwork the sooner we can make a decision on your claim.

[Get Forms](#)

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.

ESIS®, Inc., a Chubb company, provides claim and risk management services to a wide variety of commercial clients. ESIS' innovative best-in-class approach to program design, integration, and achievement of results aligns with the needs and expectations of our clients' unique risk management needs. With more than 68 years of experience, and offerings in both the U.S. and globally, ESIS provides one of the industry's broadest selections of risk management solutions covering both pre- and post-loss services. For more information, visit us at www.esis.com and www.chubb.com.