

GHC-SCW EMPLOYER PORTAL GUIDE

INITIAL SETUP

1. Visit ghcscwportal.com/setup and follow the instructions below.
2. Enter your email address and click **"Send Login Instructions."** You will receive the GHC-SCW welcome email within five minutes to set up your password and account.

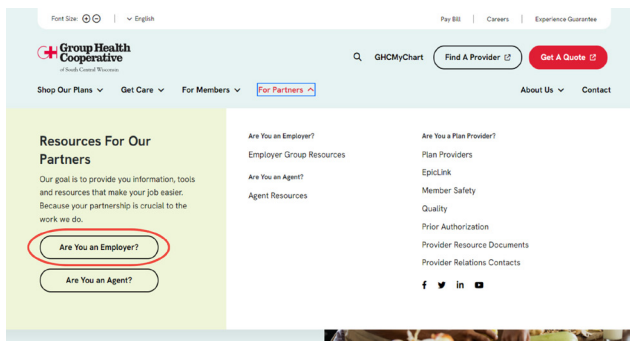
Get Login Details Emailed To You...

Enter your Email Address

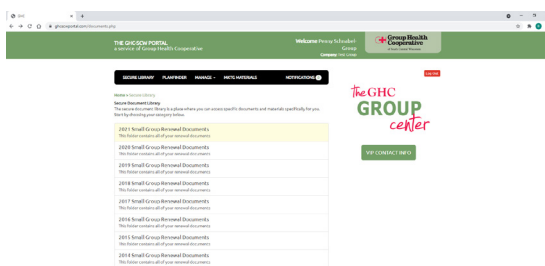
Send Login Instructions

ACCESSING THE GHC-SCW EMPLOYER PORTAL

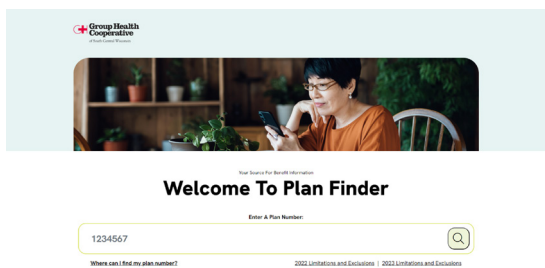
1. On the GHC-SCW website, click on **"For Partners"** and in the menu that pops up below, click the **"Are You an Employer?"** button.
2. Then, click on the **"GHC-SCW Employer Portal"** button to access the portal.



3. After logging in, you will see four options in the menu bar: **"Secure Library," "Planfinder," "Manage,"** and **"MKTG Materials."**



Secure Library: Gives you access to all your documents, including any available Renewal documents you have.



Plan Finder: This provides Benefit Summary and Summary of Benefits and Coverage for GHC-SCW plans.

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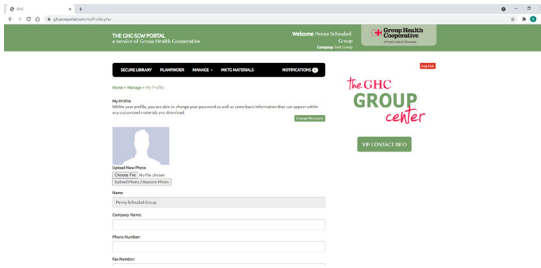
Group Health Cooperative of South Central Wisconsin (GHC-SCW)
MK17-93-3(12.24)0



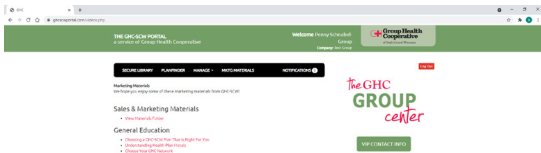
of South Central Wisconsin

ghcscw.com

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Manage: Allows you to update your personal information, change your password and upload an optional photo.



MKTG Materials: This will take you to our materials library which will allow you to view and download all available marketing fliers and handouts. You may also visit ghcscw.com/marketing-library.

PASSWORD RESET

1. If you have forgotten your password, click the **"Forgot Password"** link below the login screen.

2. On the next screen, enter your email address then click **"Send Login Instructions."** Within 10 minutes you will receive an email with the link to set up a new password.

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