WELLFLEET
WORKPLACE

Employer portal user registration instructions

Registering for the **Lighthouse Employer Portal** provides access to:

- **User Dashboard:** Homepage providing a summary of products, enrolled members, invoices, and key messages
- **Coverages & Products:** Detailed view of products and master policies, enrolled member counts, sort and filter options, coverage details, and more
- **Enrollees:** A list of members who have enrolled in a certain product along with coverage tier and status, plus filter and search options
- **Billing:** Invoices by due dates, download options, plus search and filter functions
- **Payments:** List of all payments made with option to download details of each payment and more
- **Resources, Forms & Documents:** Forms, policy documents, FAQs, and additional resources to help you navigate your plan with Wellfleet

Simply follow the instructions below to register:

#1 Complete the User Access Form for every individual you would like to grant access to the Employer Portal by scanning the QR code or visiting this link

#2 Each user will receive a registration email

#3 Users will register by following the directions in the email. **Users must register with the same email address and phone number provided on the User Access Form**