

ESIS Spherical

Employee Self-Service
Portal

ESIS®



ESIS' secure on-line 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 phone



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 refereeing 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
- Enter your new password, verify the new password and you will automatically be logged into the portal

The screenshot shows a login form titled "Login". It includes a "Username" input field, a password field with masked characters, a blue "Login" button, and a "Remember Email" checkbox. Below the form are two links: "Password problems?" and "Logging in for the first time?". Under "Password problems?" is a "Forgot Password" button, and under "Logging in for the first time?" is an "Activate Login" button.

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

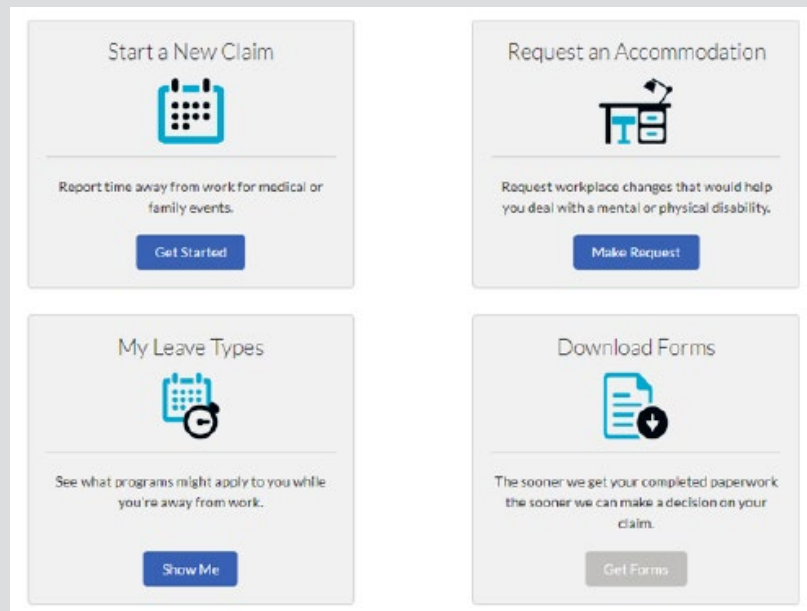
- Frequently asked Questions
- What you need to know to file, update, or check the status of your claim
- Your company's policies

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)