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, <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 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 www.chubb.com/WorkplaceBenefitsClaims
- 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
- Enter your new password, verify the new password and you will automatically be logged into the portal

Login	
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

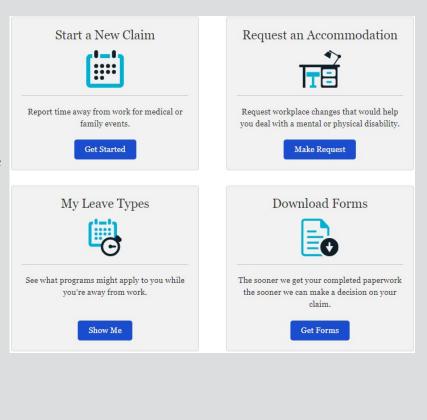
- Frequently asked Questions
- What you need to know to file, update, or check the status of your claim
- Your company's policies

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



- 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)