## **User Registration - Employer**

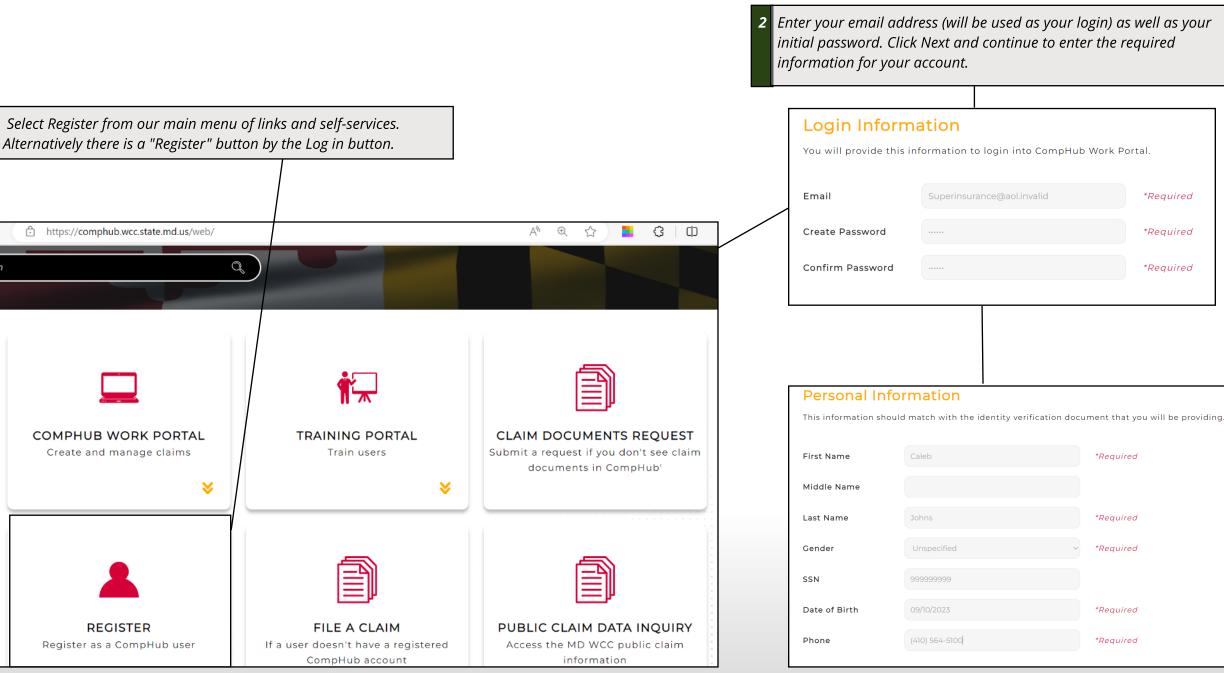
### QuickStart Guide

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Search

When registering for CompHub, selecting the proper role is crucial to the access you will have in the system. This guide will show you how to register for CompHub and choose your role upfront.

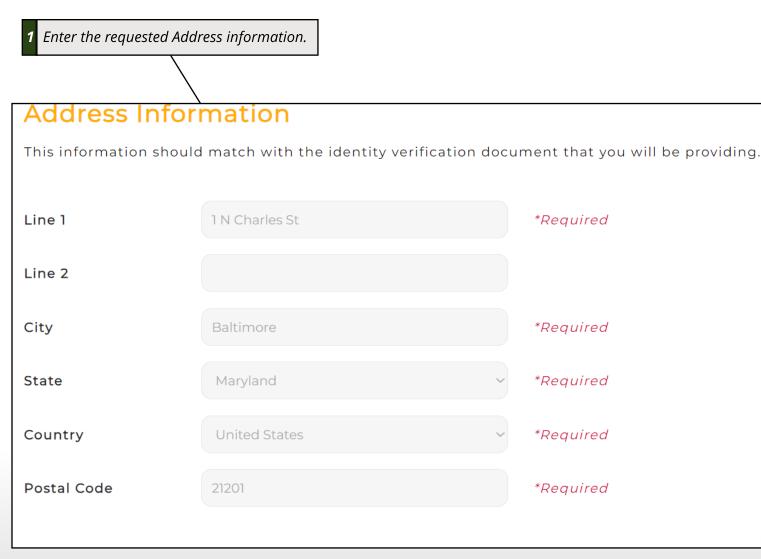




### **User Registration - Employer**

#### QuickStart Guide

If you are requesting the Employer role you will need to provide the code sent to you via mail. If you did not receive a code, you will be prompted to enter the Employer information, which will be verified by the Commission. Registration of the Employer must be done by the Employer Subscriber. Employer Delegates can be assigned to the organization with a new or existing CompHub account via the Employer Subscriber using the Assign Organization Representatives process.





2 Enter the Role you're requesting access to in the system and select if you received a code in the email. If you received a code enter the code, if you didn't receive a code enter the Business Address (Screenshot Below).

Role Information						
Provide the role you are requesting to access the CompHub Work Portal.						
Role	Employer	<ul> <li>*Required</li> </ul>				
Do you have code sent by us via mail?	• Yes O No	*Required				
Code sent to employer	555555	*Required				
	Back Next					

Role Information					
Provide the role you are requesting to access the CompHub Work Portal.					
Role	Employer ~	*Required			
Do you have code sent O Yes INO *Required by us via mail?					
Employer Name	CompHub Industries	*Required			
Line 1	10 E Baltimore St	*Required			
Line 2	I				
City	Baltimore	*Required			
State	Maryland	*Required			
Postal Code	21202	*Required			

#### **Registering without a Code**

# **User Registration - Employer**

#### QuickStart Guide

The final step for all registration processes is to provide documentation to confirm identity.

The final step is to uplo	oad a proof of identity document	You have the choice of a Driver's License, State I	D, or Passport. The address on the document s	hould match up with the user's address.
	Identity Verif	ication & Submit		
	Identity Document Type	Select Identity Document Type	~ *Required	
	Upload Identity Verification Document	Choose File No file chosen	*Required	
	By selecting this ch Work Portal.	neckbox, you consent to receive, in el	ectronic form, notification from Co	mpHub
		onstitutes acceptance of the Online ser found to be in violation of the Or	line User Services Agreement.	ins the
		Back Regis	ter	
		n Is Registered With The CompHub Work Po k On The Login Button At The Top Of The P	· · · · · · · · · · · · · · · · · · ·	al.



2 Upon successful submission the site will display a confirmation message. NOTE: EMPLOYERS/VR PRACTITIONERS WITHOUT A CODE HAVE A 24~ HOUR TURNAROUD TIME FOR RECEIEVING ACCESS