Employer Portal Registration Instructions

Registration is easy, we look forward to you utilizing the new portal! Please note that the process to validate your registration usually requires 2 business days, but it may take longer. Please do not delay in registering if you use the portal to obtain premium statement(s) or manage your client’s employees’ eligibility information.

1. Go to Nippon Life Benefits website http://www.nipponlifebenefits.com and select Employer from Login/Register tab on the top of the page.

2. Click Create My Account.

3. Check the ‘I’m not a robot’ box and click Next.
4. On **Account Creation** page, enter the information in the required fields and click **Next**. Please note that if you had an account with the previous portal and want to use the same Username, you can do so unless the Username has already been taken by other users.

5. Re-enter the password you just created and click **Next**.

6. On **Client Registration** page, enter your unit number in the Unit IDs field and click **Next**.
   - If you have multiple units, enter all unit number and separate them with a comma, for example L55500, L55501, L55502.
7. Your registration submitted successfully. Administration reviews your information and will send an email when the account is set up. Please note that the review takes 2 business days, but may take longer. If you need any assistance in the meantime, please send an email to admin-info@nipponlifebenefits.com or call 800-374-1835 (extension 43780).

8. When you log in, an additional authentication is required to keep members’ data secure. Please click Send code, and a verification code is sent to your registered email address. Enter the verification code in the field and click either Private Browser or Public Browser, and you can log in to the new portal!