

Your Employer Protection Website

Most employers have lots of questions about employment practices—hiring, firing, creating workplace policies—and now EMC Insurance Companies has a new employer protection website to help you find the answers. After registering on **emcins.employerprotection.net**, you can access a variety of free resources, including:

- A sample employee handbook for small employers
- Model forms and policies—from employment applications to computer usage policies
- Employment practices news and updates

Policyholders with employment practices liability coverage from EMC also receive access to a legal advice line for general counsel on a range of employment issues.

How to Register

Follow these steps to set up initial access on **emcins.employerprotection.net**:

- 1 Enter **emcins.employerprotection.net** in your web browser and click **Enter**
- 2 On the homepage, select **Register Here** (upper right side)
- 3 Select **Register a New Organization**
- 4 Complete the information on the Registration – About You screen and click **Next**
- 5 Create a user name and password and click **Next**
- 6 Agree to the terms of use on the next screen and click **Submit**

The next screen will show your organization code. When new users from your organization register, they will enter this code to be associated with your organization.

The first person to register from your organization defaults as the site administrator and will receive a confirmation email that includes a link to schedule a free telephone walk-through of the site features.

Contact Us

If you have any questions about registering or need website assistance, click **Tech Support** on the homepage or call 888-712-7667. For answers to questions about employment practices liability coverage, call 800-HSB-1866 (800-472-1866).



Site Administrator Functions

The site administrator has access to several website functions under the Control Panel link, including:

- **Training:** approve training of registered users and change the default online training settings for the organization
- **Users:** approve users who self-register, recruit and add new users, edit user information and delete users
- **Profiles:** configure certain site features to meet the needs of your organization, including user permissions and profile options
- **Reports:** view site usage and completed training lessons

Employee Users

Once your organization is registered, your employees can register. New users should follow the first two registration steps, then enter the organization code established by the site administrator under “Register in an existing Organization.” (Note: The organization code is case-sensitive.) Users can then enter their own login information. Anyone who self-registers using the organization code will automatically be added to your organization on the site.

This service is not available for the following: legal services, including attorney and law offices; employee leasing firms/temporary help firms; membership organizations, including professional organizations and trade associations; membership recreation clubs, golf and country clubs; municipalities and government entities, including townships, police and firefighters; and educational services, including schools and colleges.