

How to Access My CCSB Portal

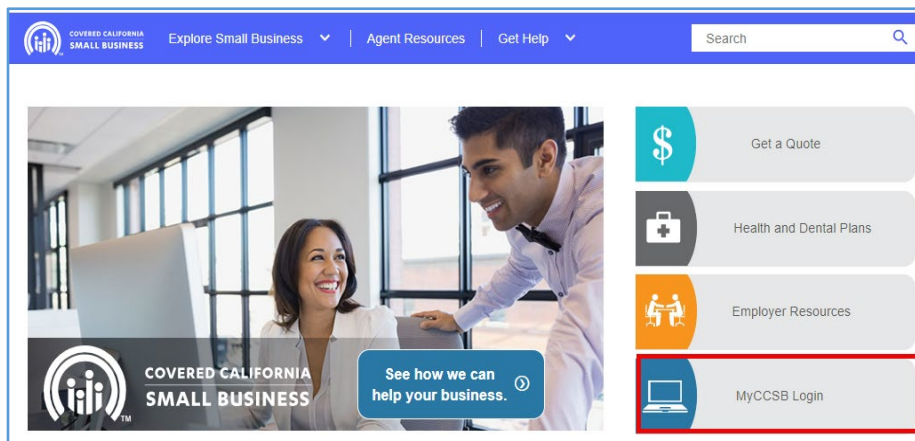
Covered California for Small Businesses (CCSB) simplifies the process for employers to manage their group insurance information through the MyCCSB Portal. This online platform is tailored to help employers apply for coverage, manage their renewals, access their invoices, and manage their group's health and dental policies, ensuring a streamlined and efficient way to support the health needs of their employees.

Do you have an existing account? If yes, [click here](#) to sign in. Should you need to reset your password click on the “[Forgot password?](#)” option to proceed with resetting it.

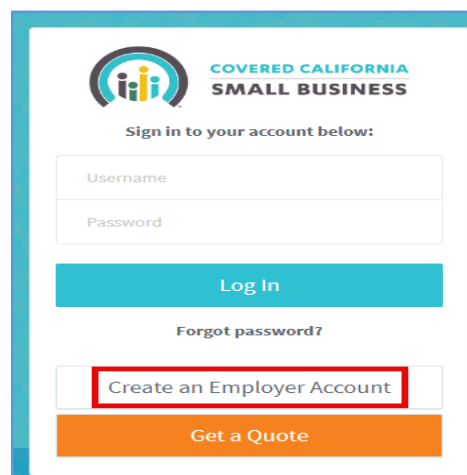
New Users – Get Started Now

Follow the steps below to create a log in for the Covered California for Small Business (CCSB) portal.

1. Go to [Covered California for Small Business](#) and select the [MyCCSB Login](#) option



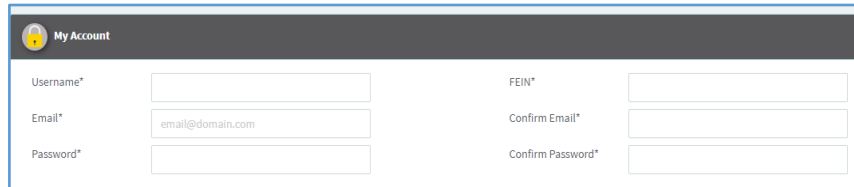
2. Choose the “Create an Employer Account” option to initiate the account creation

The image shows the login and account creation page. At the top, there is the Covered California Small Business logo. Below the logo, it says 'Sign in to your account below:'. There are two input fields for 'Username' and 'Password'. Below these fields is a blue 'Log In' button. Underneath the 'Log In' button is a link for 'Forgot password?'. At the bottom, there are two buttons: 'Create an Employer Account' and 'Get a Quote'. The 'Create an Employer Account' button is highlighted with a red rectangular border.



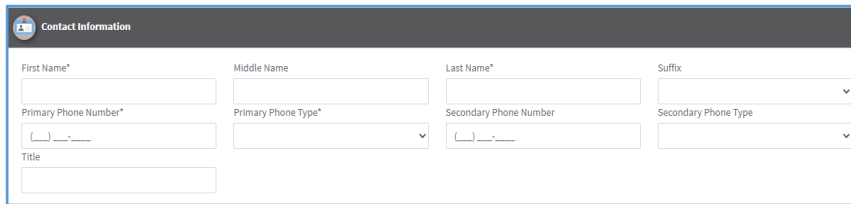
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3. To create the account, complete sections listed below:



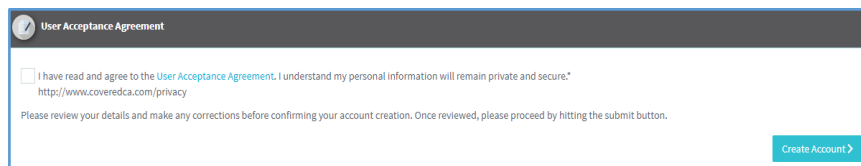
The 'My Account' form contains six input fields arranged in two columns. The left column includes 'Username*', 'Email*' (with a placeholder 'email@domain.com'), and 'Password*'. The right column includes 'FEIN*', 'Confirm Email*', and 'Confirm Password*'. All fields are empty except for the email placeholder.

- a. My Account: Create your account credentials



The 'Contact Information' form contains several input fields and dropdown menus. The top row includes 'First Name*', 'Middle Name', 'Last Name*', and 'Suffix' (a dropdown menu). The second row includes 'Primary Phone Number*' (with a format '() - - - -'), 'Primary Phone Type*' (a dropdown menu), 'Secondary Phone Number', and 'Secondary Phone Type' (a dropdown menu). The bottom row includes a 'Title' field.

- b. Contact Information: Enter your personal details



The 'User Acceptance Agreement' form features a checkbox at the top left. Below the checkbox is the text: 'I have read and agree to the User Acceptance Agreement. I understand my personal information will remain private and secure.' followed by the URL 'http://www.coveredca.com/privacy'. Below this is a line of smaller text: 'Please review your details and make any corrections before confirming your account creation. Once reviewed, please proceed by hitting the submit button.' In the bottom right corner, there is a blue button labeled 'Create Account >'. The checkbox is currently unchecked.

- c. User Acceptance Agreement: Review your details and make any necessary corrections before confirming your account creation. After reviewing, click the submit button to proceed

4. Once your account is successfully created, proceed to the [MyCCSB Login](#) page, input your Username and Password, to access your enrollment dashboard where you can oversee your group's information

IMPORTANT: Ensuring the security of your login details is crucial. Always make sure to log out of the portal after use, particularly when accessing it on a public or shared computer.

If you have any questions or need assistance, you can contact Covered California for Small Business Service Center at (855) 777-6782 for assistance. We're open Monday through Friday, 8:00 a.m. - 5:00 p.m.