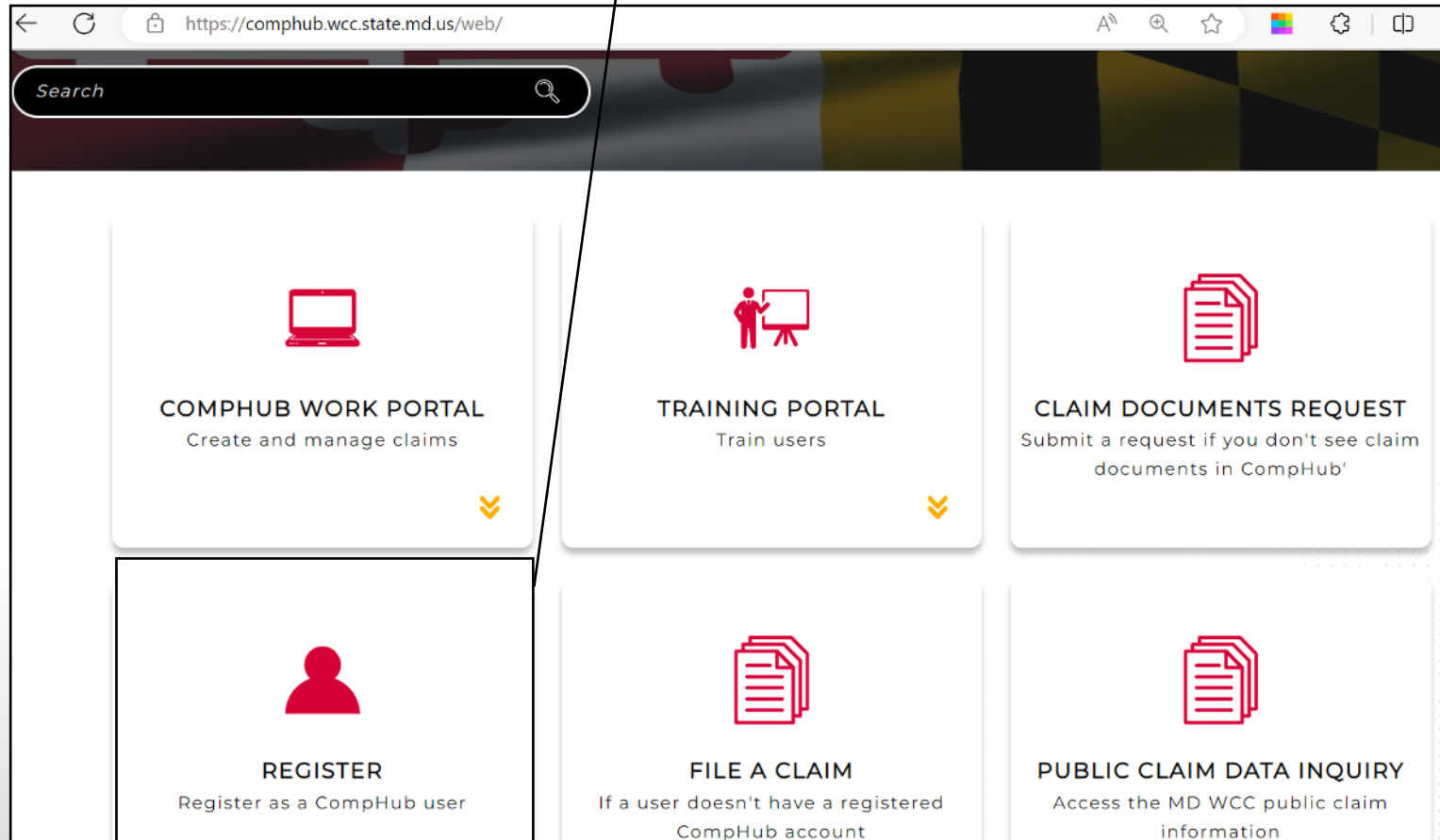


# Employer/Voc Practitioner Registration

## QuickStart Guide

When registering for CompHub, selecting the proper role is crucial to the access you will have in the system. This guide specifically references how an Employer/Voc Rehab. Practitioner can register but is applicable to all other roles (Follow the instructions until Page 2, step 2 and select your desired role, then resume the instructions).

**1** Select Register from our main menu of links and self-services. Alternatives there is a "Register" button by the Log in button.



**2** Enter your email address (will be used as your login) as well as your initial password. Click Next and continue to enter the required information for your account.

### Login Information

You will provide this information to login into CompHub Work Portal.

Email  \*Required

Create Password  \*Required

Confirm Password  \*Required

### Personal Information

This information should match with the identity verification document that you will be providing.

First Name  \*Required

Middle Name

Last Name  \*Required

Gender  \*Required

SSN

Date of Birth  \*Required

Phone  \*Required

# Employer/Voc Practitioner Registration

## QuickStart Guide

Continue to enter the requested information, depending on the Role you select, different information may be required.



1 Enter the requested Address information.

### Address Information

This information should match with the identity verification document that you will be providing.

Line 1	<input type="text" value="1 N Charles St"/>	<i>*Required</i>
Line 2	<input type="text"/>	
City	<input type="text" value="Baltimore"/>	<i>*Required</i>
State	<input type="text" value="Maryland"/>	<i>*Required</i>
Country	<input type="text" value="United States"/>	<i>*Required</i>
Postal Code	<input type="text" value="21201"/>	<i>*Required</i>

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 did receive a code enter the required information (Screenshot Below).

### Role Information

Provide the role you are requesting to access the CompHub Work Portal.

Role	<input type="text" value="Employer"/>	<i>*Required</i>
Do you have code sent by us via mail?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<i>*Required</i>
Code sent to employer	<input type="text" value="555555"/>	<i>*Required</i>

### Role Information

Provide the role you are requesting to access the CompHub Work Portal.

Role	<input type="text" value="Employer"/>	<i>*Required</i>
Do you have code sent by us via mail?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<i>*Required</i>
Employer Name	<input type="text" value="CompHub Industries"/>	<i>*Required</i>
Line 1	<input type="text" value="10 E Baltimore St"/>	<i>*Required</i>
Line 2	<input type="text"/>	
City	<input type="text" value="Baltimore"/>	<i>*Required</i>
State	<input type="text" value="Maryland"/>	<i>*Required</i>
Postal Code	<input type="text" value="21202"/>	<i>*Required</i>

### Registering without a Code

# Employer/Voc Practitioner Registration

## QuickStart Guide

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

1 The final step is to upload a proof of identity document. You have the choice of a Driver's License, State ID, or Passport.

### Identity Verification & Submit

Identity Document Type  \*Required

Upload Identity Verification Document  No file chosen \*Required

By selecting this checkbox, you consent to receive, in electronic form, notification from CompHub Work Portal.

Usage of this system constitutes acceptance of the [Online User Services Agreement](#). WCC retains the right to suspend any user found to be in violation of the [Online User Services Agreement](#).

**SUCCESS!**

Your Information Is Registered With The CompHub Work Portal. We Are Reviewing Your Employer Information. Click On The Login Button At The Top Of The Page To Log In To The CompHub Work Portal.

2 Upon successful submission the site will display a confirmation **NOTE: EMPLOYERS/VR PRACTITIONERS WITHOUT A CODE HAVE A 24~ TURNAROUND TIME FOR RECEIVING ACCESS**