

## Employer Registration Instructions

### To Log In


1. Go to [https://secure.healthx.com/firstcarolina\\_employer](https://secure.healthx.com/firstcarolina_employer)
2. Enter new login name and password
3. Log In = (You should use the username created for you)
4. Password **american1**
5. Upon first log in, you will be prompted to update your password.  
Employee Eligibility Information
  1. Select *Eligibility*.
  2. To view all employees click the *View All Eligible Members* link.
  3. A list of employees will display in alphabetical order. You have the ability to sort by any of the columns by clicking on the column headers.
  4. Select an employee name from the list to view eligibility
  5. Another option is to search by Member ID in the basic search
  6. For an advanced search select the *Advanced Search* button and enter in at least the Last Name or Group Number.

### To View Eligibility and Schedule of Medical Benefits

1. Find the employee's eligibility by any of the methods listed in the previous section
2. The employee's Schedule of Benefit documents will also display below the Eligibility view.

## Mobile App

### Loading Mobile App to Your Phone

1. Go to the App Store on you mobile device
2. In the search field type – FirstCarolinaCare
3. The App will appear – the app name is abbreviated to 
4. Download App to your phone
5. To Log in follow the instructions at the top of this page. If you are already accessing the site on your computer, just use the same username and password to sign on to your Mobile App. You will find the Mobile App has the same setup and with all the information.