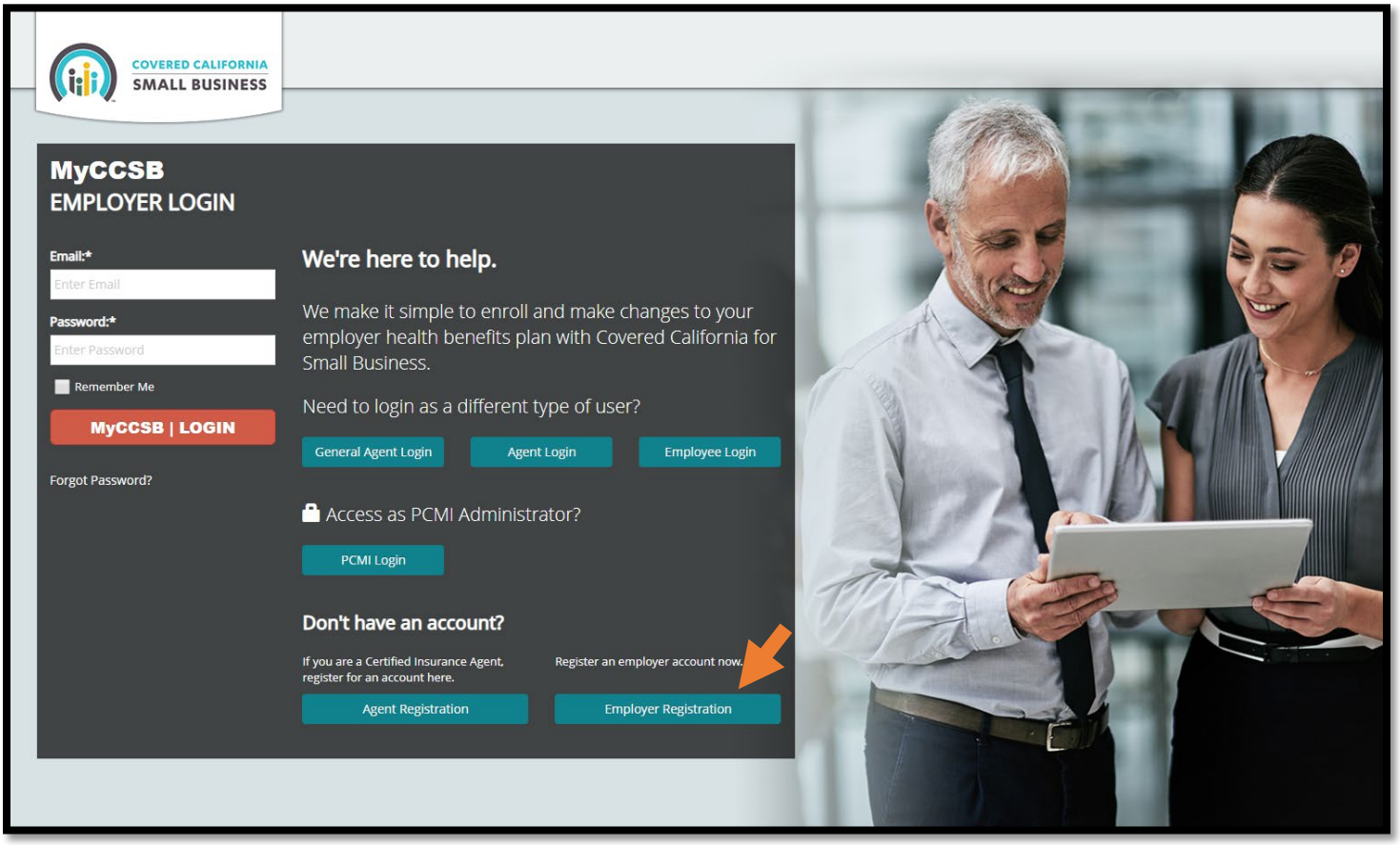
COVERED CALIFORNIA
SMALL BUSINESS

Creating an Employer MyCCSB Login

Step 1:

If you have not yet registered, click the “Employer Registration” button located under the section header “Don’t have an account?”

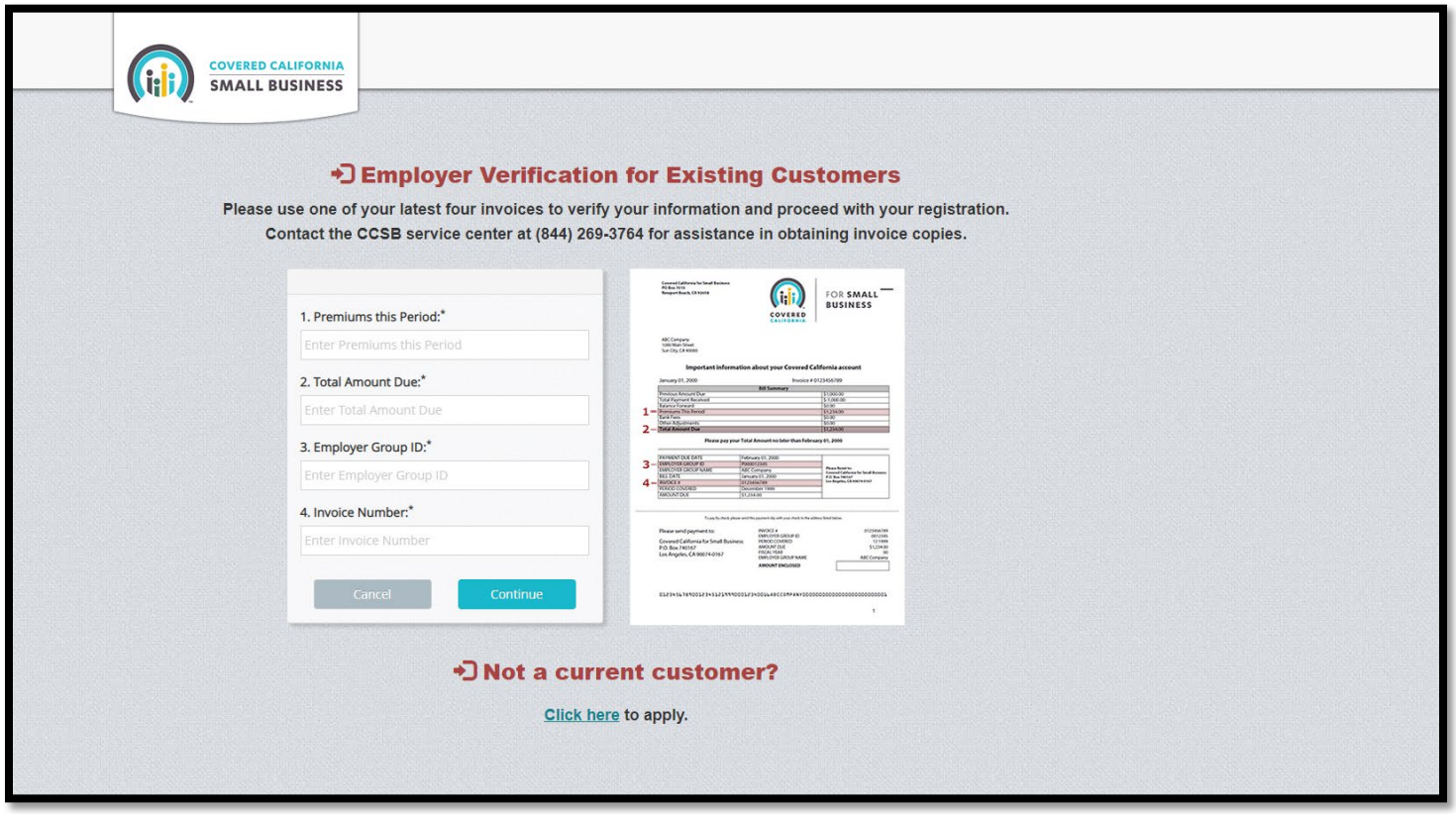


Step 2:

On the Employer Verification page, you will enter the information below from your latest invoice:

- The premiums for this period
- The total amount due
- The Employer Group ID
- The invoice number

Click "Continue" to proceed.



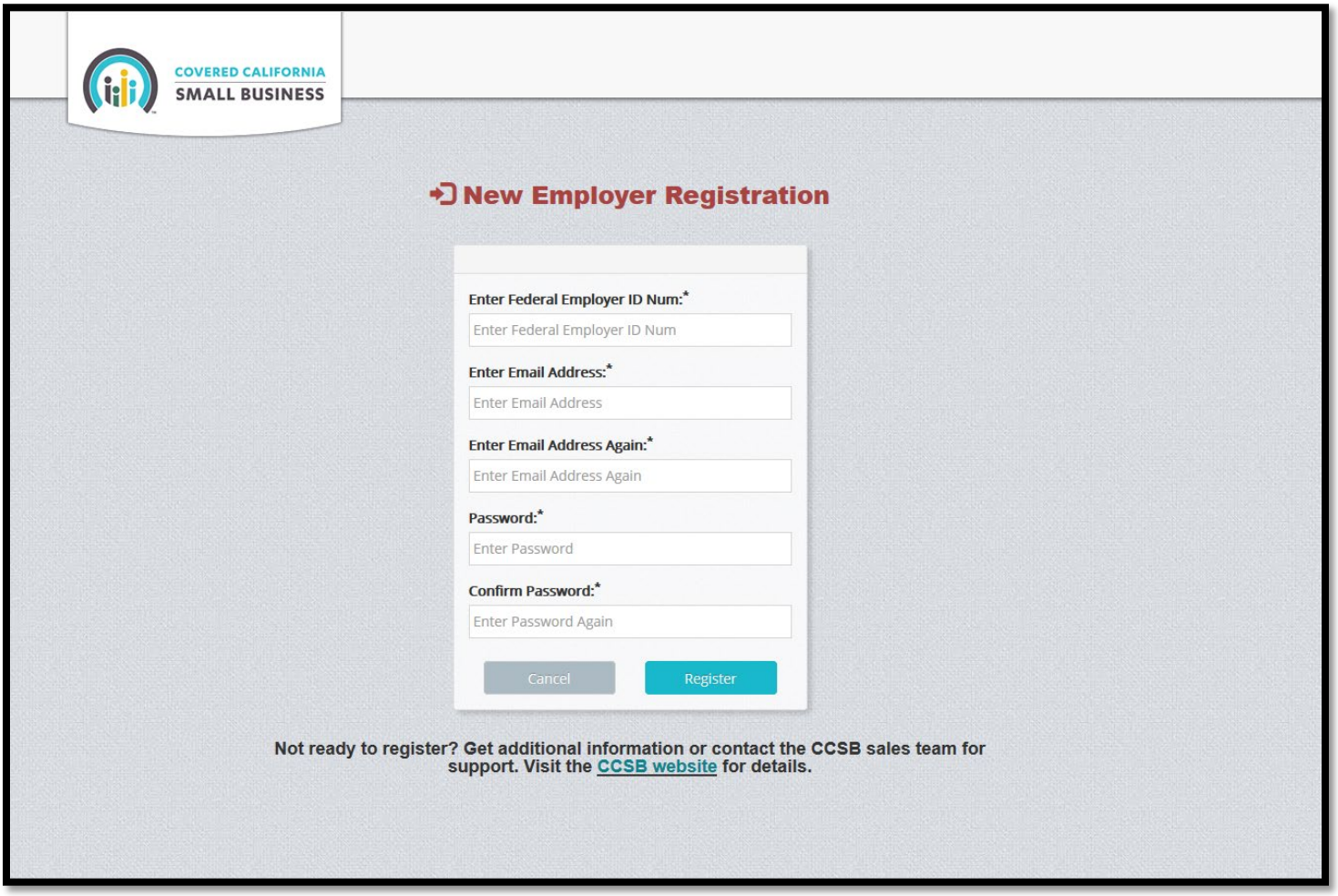
If you are not a current customer:

- Select the hyperlink "Click here to apply" at the bottom of the page.
- You will be redirected to a new page where you will need to fill in your Federal Employer ID Number (FEIN), email address (twice), and password (twice). Once all this information is filled in, click "Register."

Step 3:

Now you will enter a password and confirm it.

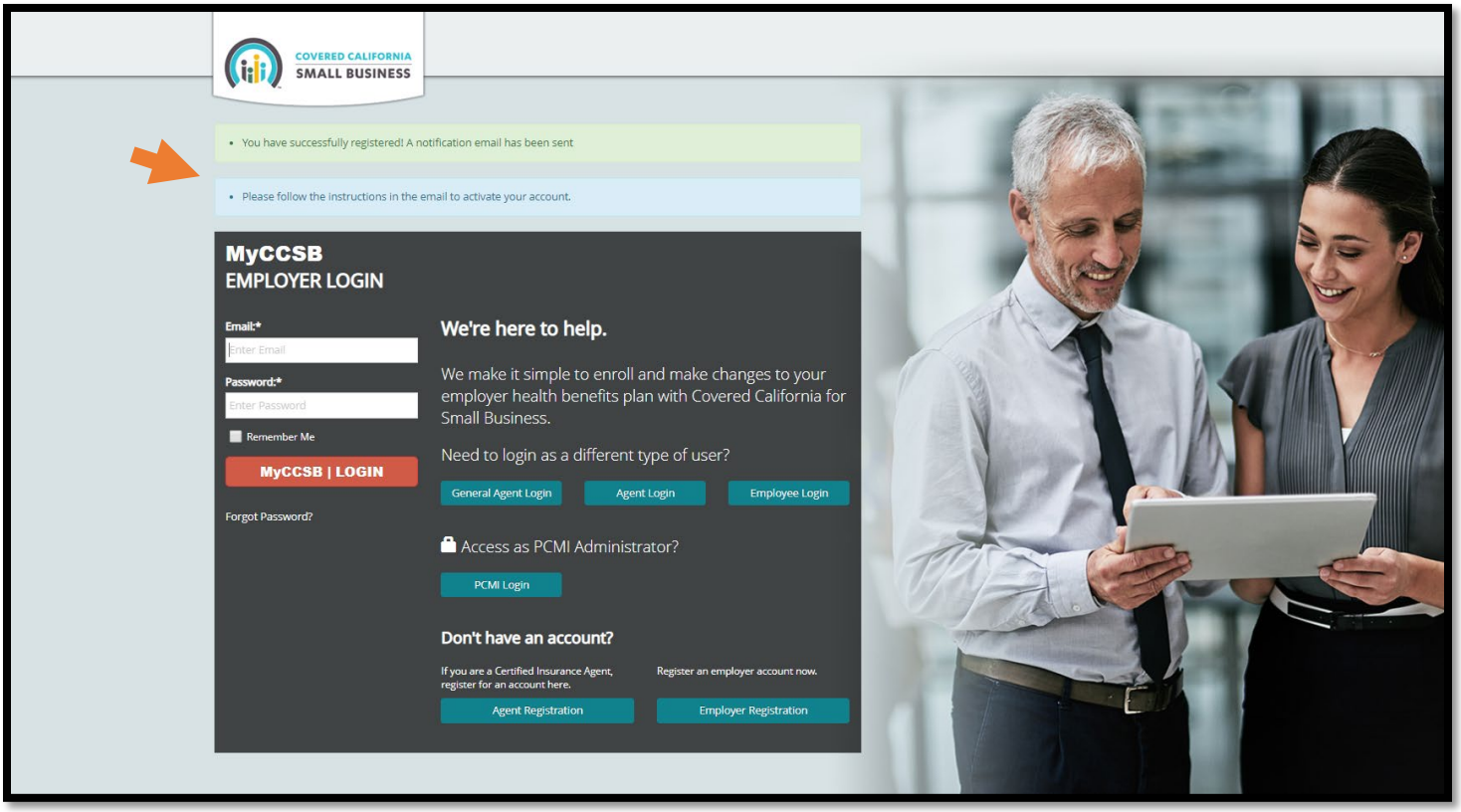
Then enter your email address and click “Register.”



Note: The password needs to be at least 8 characters with at least 1 number **or** special character such as *, !, @, $.

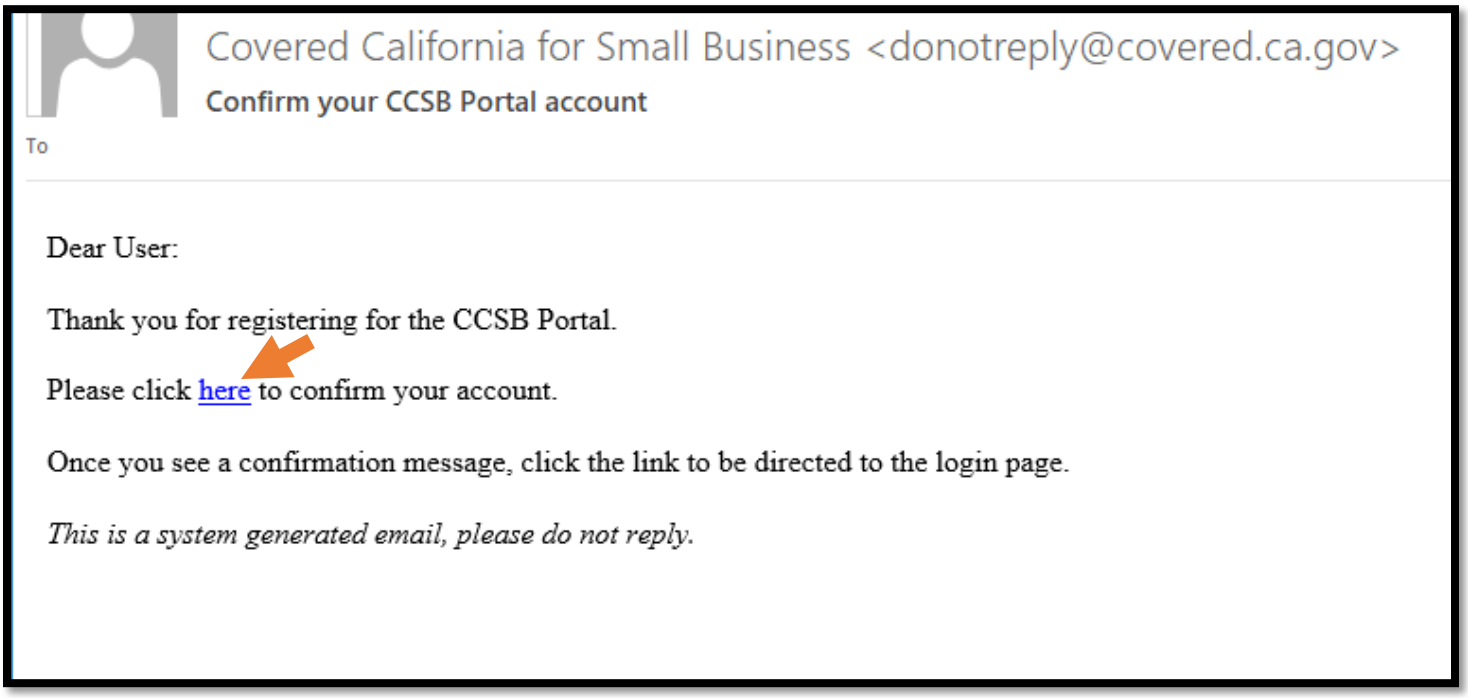
Step 4:

A message to follow instructions that were sent to your email and confirm your account by clicking on the provided link within the confirmation email.



Step 5:

From your email message, confirm your account by clicking on the provided link.



Covered California for Small Business <donotreply@covered.ca.gov>

Confirm your CCSB Portal account

To

Dear User:

Thank you for registering for the CCSB Portal.

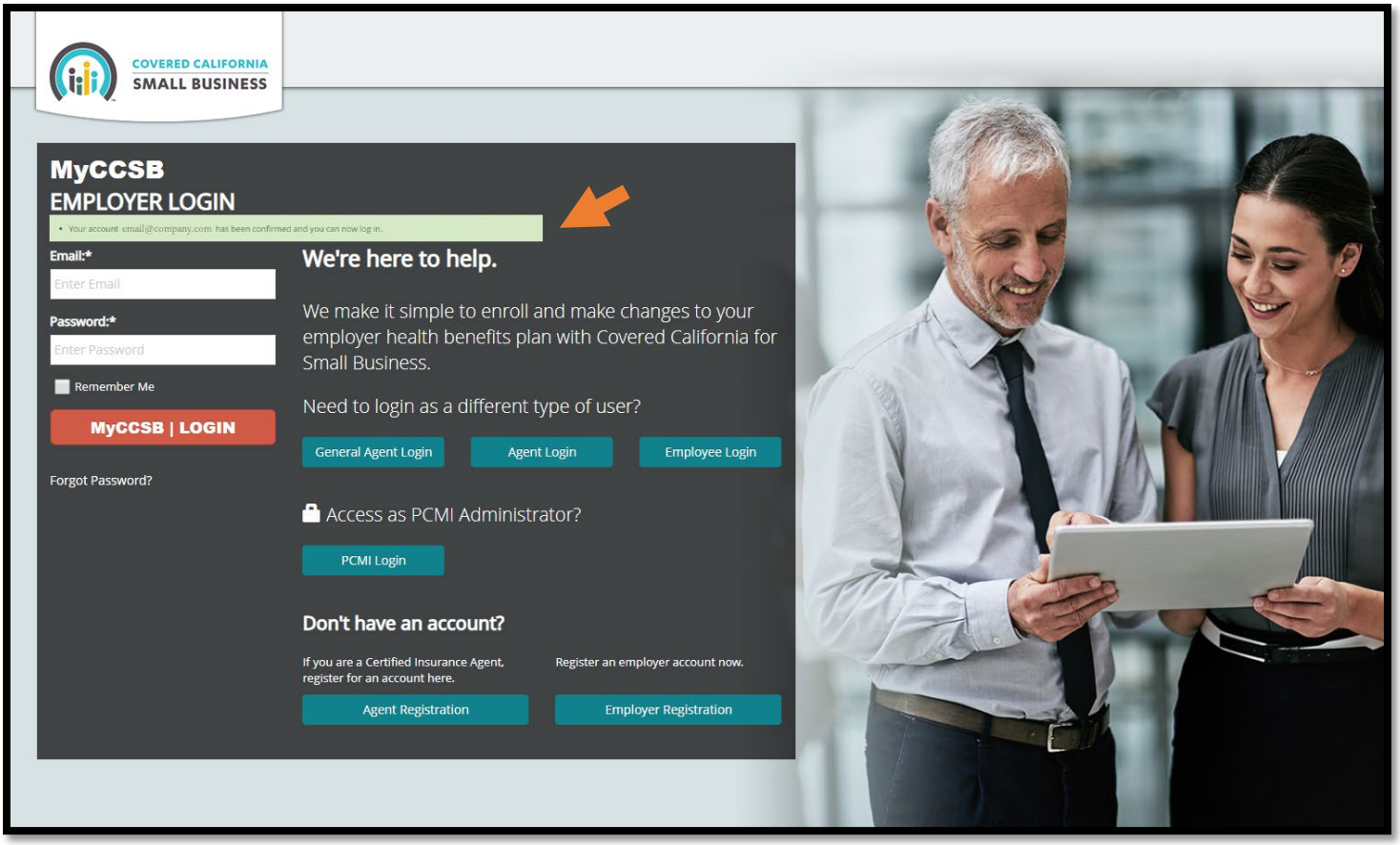
Please click here to confirm your account.

Once you see a confirmation message, click the link to be directed to the login page.

This is a system generated email, please do not reply.

Step 6:

After clicking on the confirmation link, you will be redirected to the MyCCSB Portal login page where a confirmation message will appear.



You are now registered! Enter your email and password, and click login to access your account.