# Log In

To log in, open your web browser (Microsoft Internet Explorer), type <u>www.caremc.com</u> in the Address bar, and press Enter.

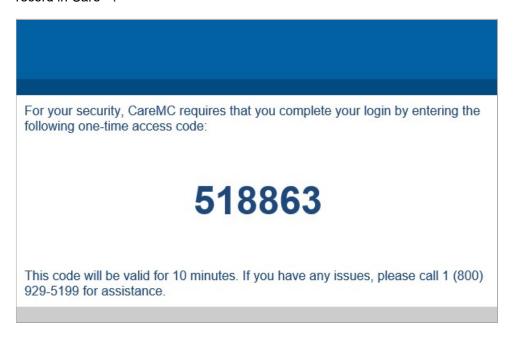


Enter your Username or Caremo registered email address and Password and click Submit

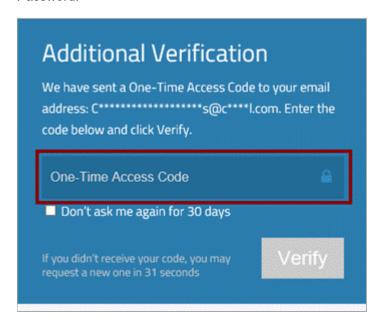
### **Multi-Factor Authentication**

To protect you and our clients' information, an extra security measure is required for anyone who logs in to Care<sup>mc</sup> from a computer outside of the CorVel network.

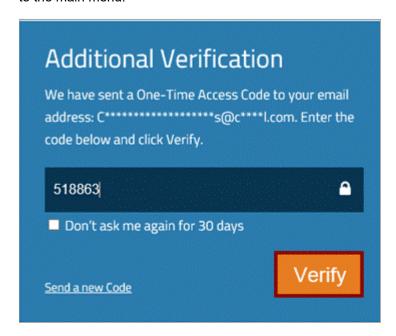
1. After you successfully enter your Username and Password, you will receive a message from donotreply.mfa@corvel.com containing a one-time use secure access code sent to the e-mail address on record in Care<sup>mc</sup>.



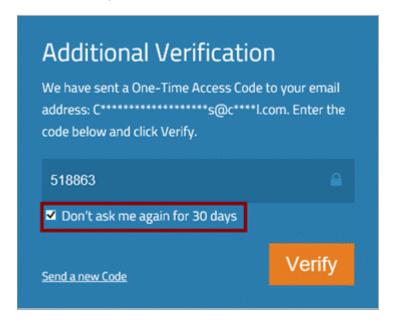
2. Enter the secure access code on the screen that appears after you entered your User Name and Password.



3. Once you type the code (all digits) the Verify button is enabled and turns orange. Click Verify to proceed to the main menu.



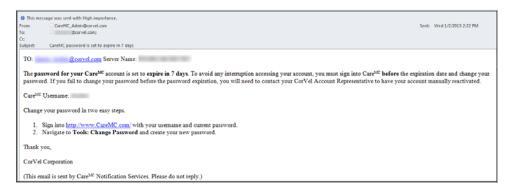
4. Click Don't ask me again for 30 days and you won't be prompted for the access code again for 30 days if you login using the same computer and browser. Do not click the checkbox if you are using a publicly accessible computer.



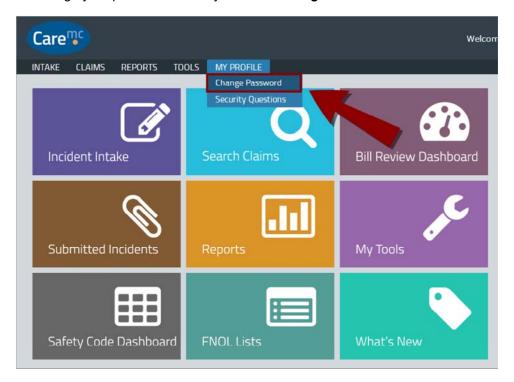
5. If you do not receive the One-Time Access Code or cannot access your e-mail, call 1-800-929-5199 for assistance. The Help Desk will ask for the Support ID shown on the verification screen and ask additional questions to establish your identity.

# **Changing Your Password**

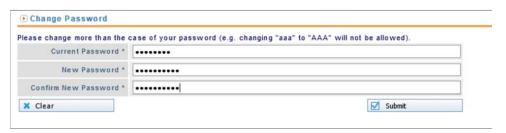
Your password must be changed every 90 days. Email reminders are sent to the email listed in your Care<sup>mc</sup> account 14 days, 7 days, and 2 days before your password expires.



To change your password click My Profile > Change Password.



Type your current password and new password twice, and click Submit.



You will receive a confirmation if the new password is accepted. If your new password is not accepted, be sure that it conforms to the <u>password rules</u>.

Change Password

Your password has been changed. It will be good for 90 days.

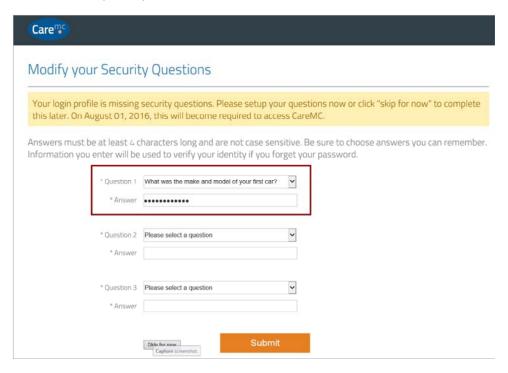
## Resetting Forgotten or Expired Password

Security questions protect your Care<sup>mc</sup> account. The first time you login to Care<sup>mc</sup> you will be prompted to provide answers to three security questions. Security questions are designed to be memorable to you but hard for others to guess. The security questions will be used to verify your identity if you need to reset a forgotten or expired password.

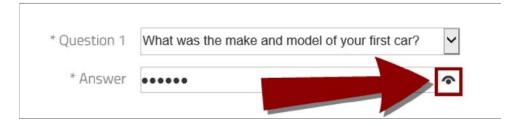
#### Password Rules

- Passwords must be at least 8 characters long and include...
  - ...at least one uppercase letter
  - ...at least two lowercase letters
  - ...at least one number
  - ∘ ...at least one special character such as \$, ?, or < −</li>
- Passwords must be changed every 90 days.
- Passwords are checked against previous passwords to ensure the new password does not match a previous one.

To set up your three security questions, simply select each question and type at least a four character answer in the spaces provided.



Your Answer is obscured, but if you would like to see what you have typed, click and hold the eye on the right side of the space to reveal your answer. Release the mouse button to obscure your answer again.



Click Submit when you are done.



Or you can click Skip for now if you would like to setup your questions later. You will be required to setup your security questions starting August 1, 2016.



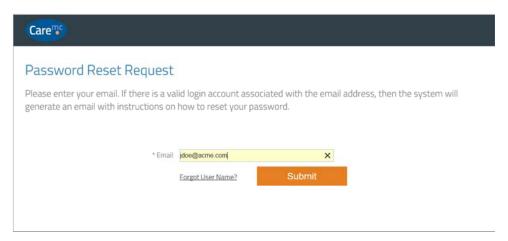
### **Password Reset**

After you setup the answers to your security questions, you can reset your own password in case you forget your password or your password expires from the Care<sup>mc</sup> login screen.

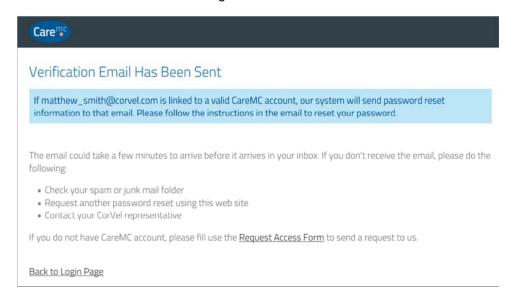
#### To reset your password, click Forgot Username or Password?



Type the email address associated with your Care<sup>mc</sup> account and click Submit.



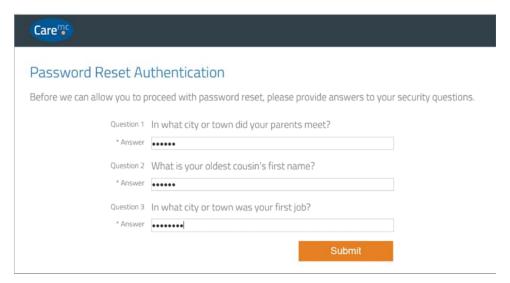
You will see a confirmation message with additional instructions.



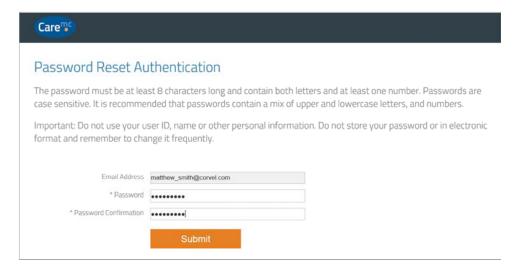
When you receive the email message, click the link in the email body. The link is valid for one hour and can be used only once.



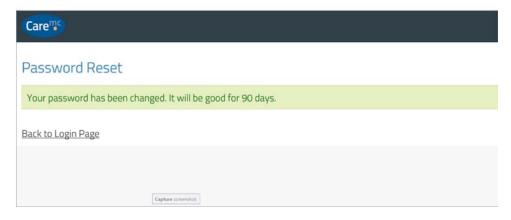
Provide the answers to your three security questions and click Submit.



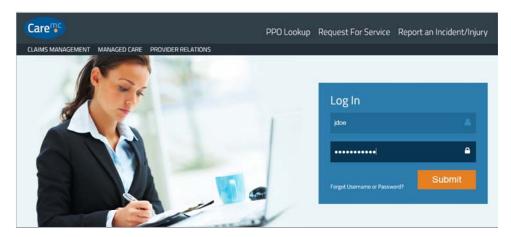
Type your current password, and then type a new password. Confirm your new password and then click Submit.



# Click Back to Login Page.

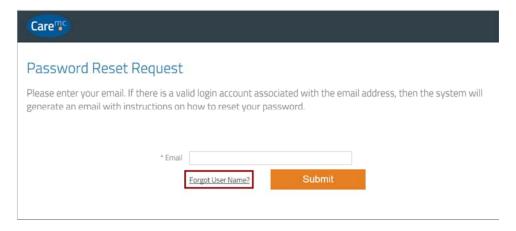


Type your username and your new password and click Submit.

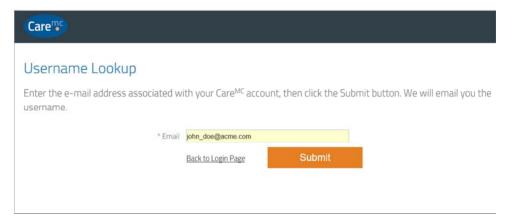


## Forgotten Username

If you forget your Care<sup>mc</sup> Username you can request it via email. Click Forgot Password to open the Reset Password request form. Click **Forgot Username** on the form.



Enter the email address associated with your account and click **Submit**. You will receive an email message with your username momentarily.

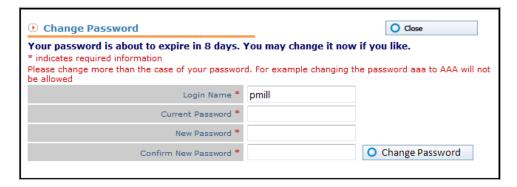


#### Note

You must have a CorVel e-mail address or CorVel customer e-mail address. Product Support will not reset passwords if the e-mail address provided is a webmail or non-CorVel customer ISP, like Yahoo!, Hotmail, or Comcast.

### **Expired Passwords**

Caremc will remind you when your password is about to expire and allow you to change it.



You can create a new password, or close the window and proceed. If you do not change your password, you will be prompted again the next time you log in.

Care<sup>mc</sup> also tells you when your password is expired and requires you to create a new one before allowing you to log in.

