



NATIONAL HEALTH INSURANCE

Government of the Virgin Islands

"Your Security For A Lifetime"

REGISTER EMPLOYER E-SERVICES PORTAL | USER GUIDE |



Register Employer on eServices Portal

In order to gain access to the Employer eServices website, Employers must register via the eServices Portal.

To register an employer via the Eservices Portal, follow the steps below:

1. Go to the NHI website: <http://www.vinhi.vg>.
2. Then click on the **register** link or button.
3. The link will take you to the login page. See image below.
4. Click on the “*First-time Users, Click Here To Register*” link to initiate the registration process.

Registered Users Please Enter Your Credentials

User Name

Password

Enter User Name

Login

First-time Users, Click Here To Register

Forgot Password?

5. From the Registration page (see below) enter the **SSB Employer Number** and **SSB Employer Name**. The **Employer Name** must match the name as recorded in the SSB system.

IF THE SYSTEM RETURNS AN ‘EMPLOYER NOT FOUND’ MESSAGE, TRY RE-ENTERING THE EMPLOYER NAME. IF THE SAME MESSAGE APPEARS, CONTACT THE NHI AT 284-494-3418 ext. 406 TO VALIDATE REGISTRATION.

6. Click on the **Continue** button to proceed to enter account information.

Registration

Employer Number

Employer Name

Continue

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7. After the Employer number and the Employer name are validated, the following page is shown:

Registration

Employer Number :
Employer Name :
Email :
Password * :
Confirm Password * :
Address :
Postal Code :
Island :
Type of Business :
Phone :
Fax :

Enter Address

SUBMIT

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Email: Enter your email address. This email address will be used to send the activation link for activating the user account. You will not be able to access your account until the account is activated.

Password: Enter the password to be used to authenticate the user on the login page.

Confirm Password: Re-enter the same password that was typed in the Password field.

Address: Enter your business address.

Zip Code: Enter your Postal Code.

Country: This field will be populated automatically when a valid zip code is typed in the zip code field.

Type of business: Select the appropriate type of business from the list of business types.

Phone: Enter business phone number (xxx-xxx-xxxx). Include the dash (-) when entering the phone number (e.g.284-000-0000)

Fax: Enter business fax number. Use the same format as the phone number.

8. Click on the **Submit** button to send the data entered.

- a. An email with a link to activate your account will be sent to the email address entered during the registration process.
- b. Open the email, click on the link and follow the directions.
- c. Remember that emails could have been also redirected to your Spam or Junk mailboxes, so check there first if the email is not in your inbox.
- d. Kindly contact support if you do not receive an email.