NATIONAL HEALTH INSURANCE

Government of the Virgin Islands

"Your Security For A Lifetime"

GOVERNMENT EMPLOYEE E-SERVICES PORTAL

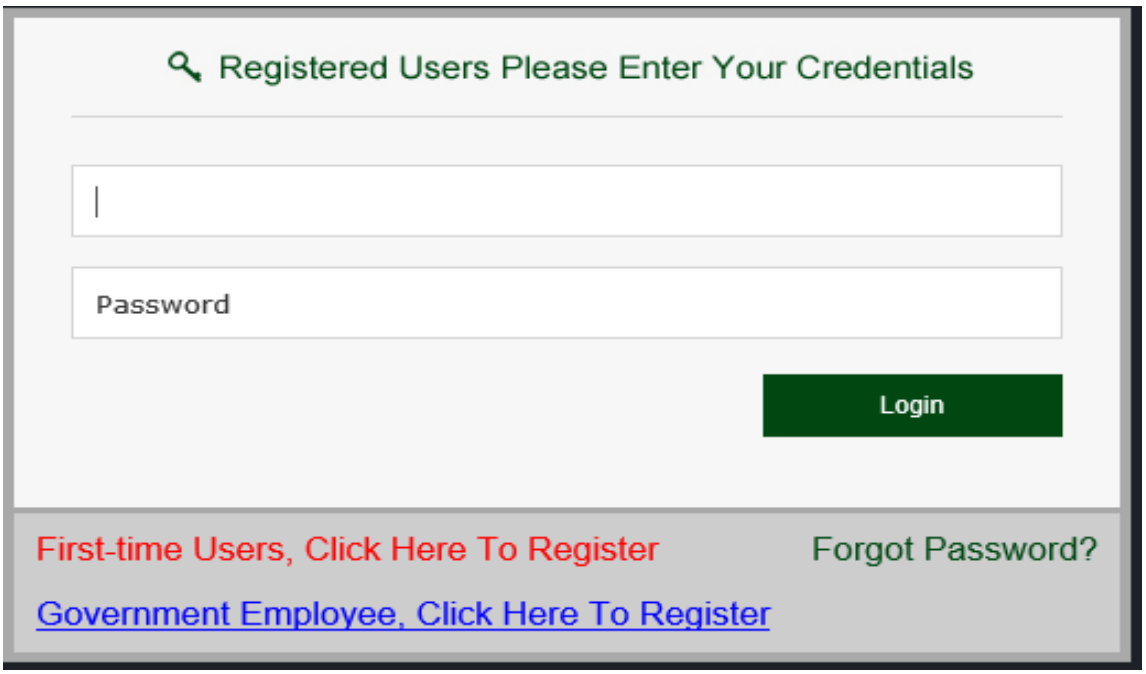
| USER GUIDE |

Register Government Employees on eServices Portal

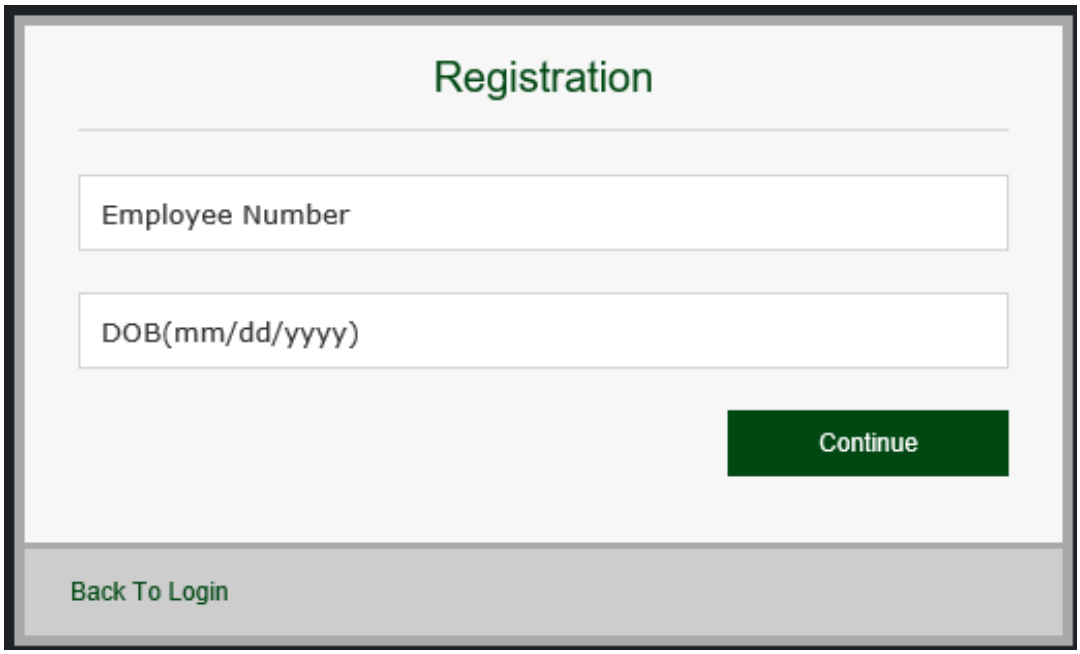
In order to gain access to the Government Employee eServices website, Government Employees must register via the eServices Portal.

To register a Government 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 "*Government Employee, Click Here To Register*" link to initiate the registration process.

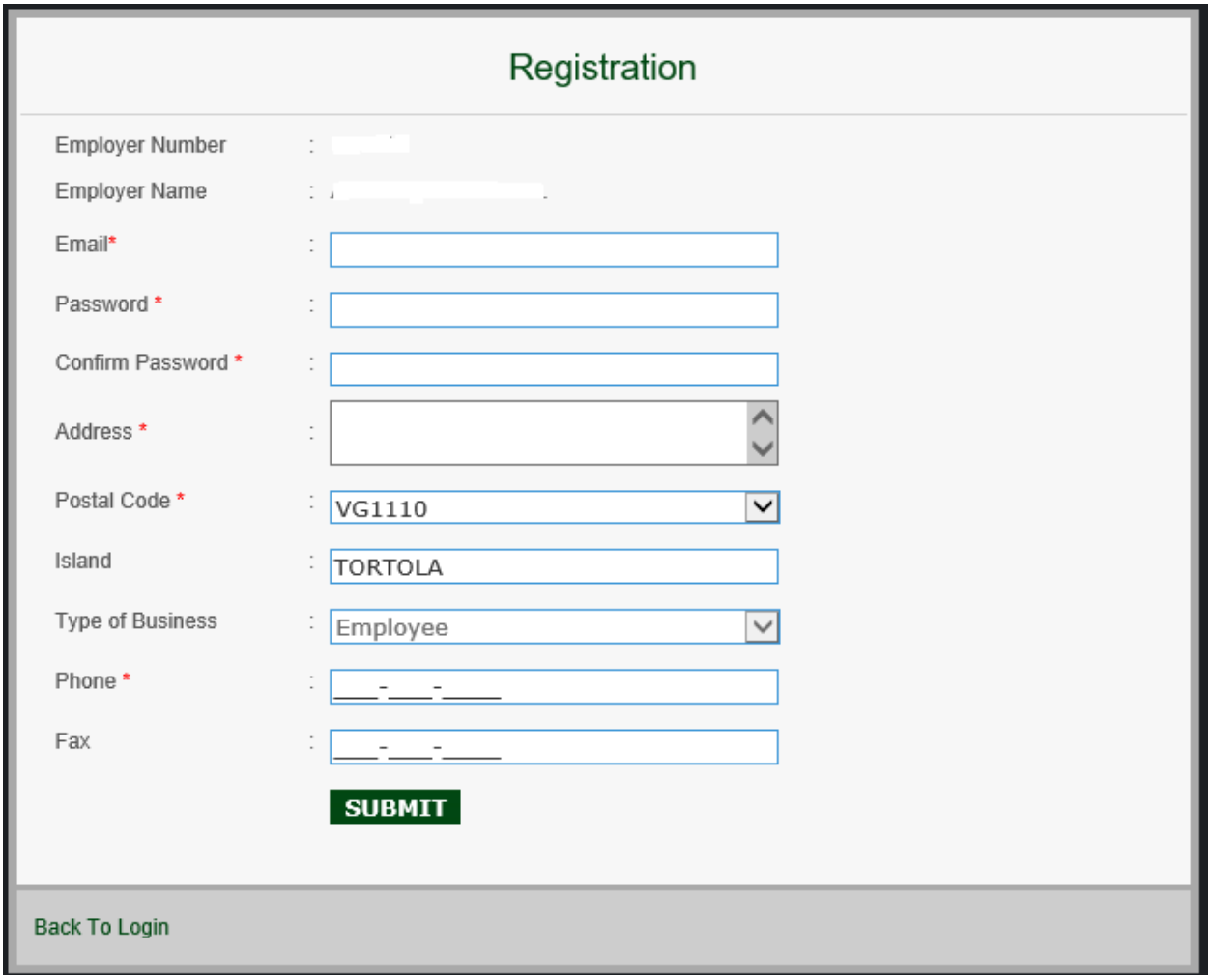


5. From the Registration page (see below) enter the **Employee Number** and **Date of birth**.



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

7. After the Employee number and the Employee date of birth is validated, the following page is shown:



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: create a 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.

Postal Code: Enter your Postal Code.

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