EHP Essentials Health Plan

Quick Start Guide

This guide will walk you through how to register, login, view and pay your EHP Essentials Health Plan online billing statement. If you have any quesitons please call 904-257-6217 or email support@getehp.com

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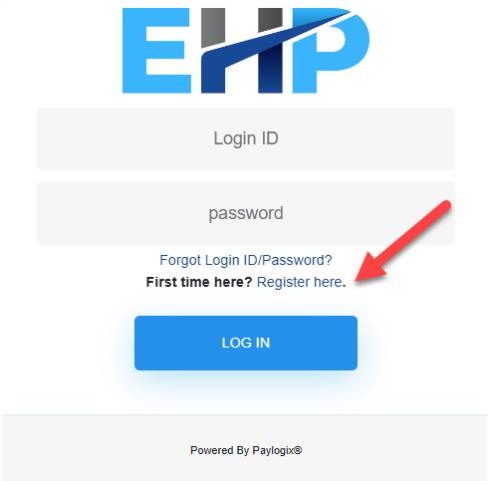
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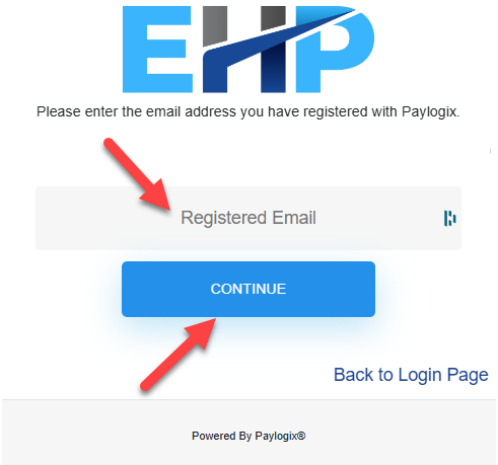
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How to Register

First Time Users Must Register. Please follow the steps below to Register if you are a first-time user.

1. Visit https://ehp.paylogix.com
2. FIRST TIME USERS ONLY click "Register Here"
3. Enter your email address
4. Check your email for your login ID and follow the steps to create a password



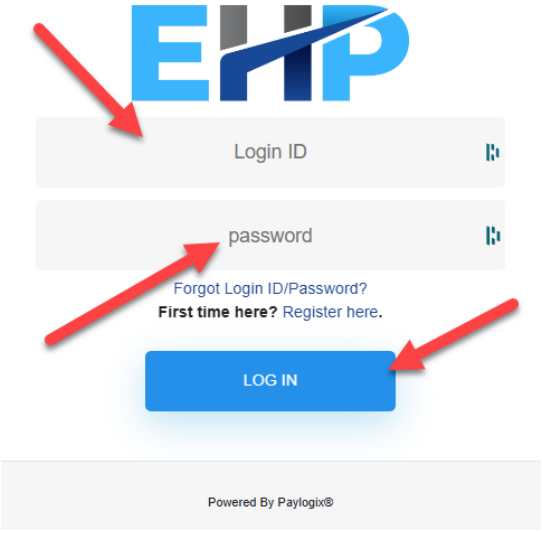


The registration email is sent from noreply@paylogix.com. If you did not receive the email, check your spam folder. If the system indicates that there is no record of you on file, please contact EHP to find out what email address in in the Paylogix system.

How to Login

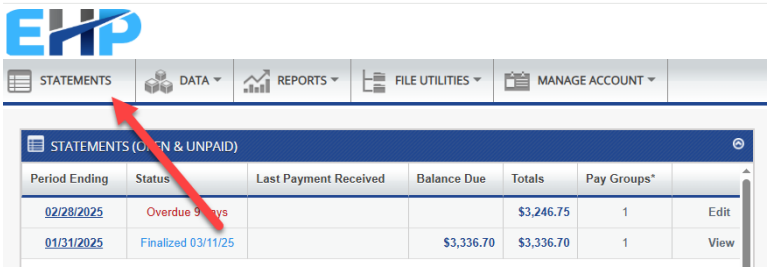
1. Visit https://ehp.paylogix.com
2. Enter your Login ID and Password
3. Click Login

*If you forgot your login ID or Password, click the Forgot Login ID/ Password button on the login page and follow the steps to trigger a recovery email.

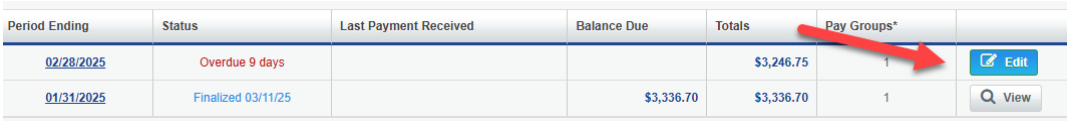


How to view and pay your billing statement

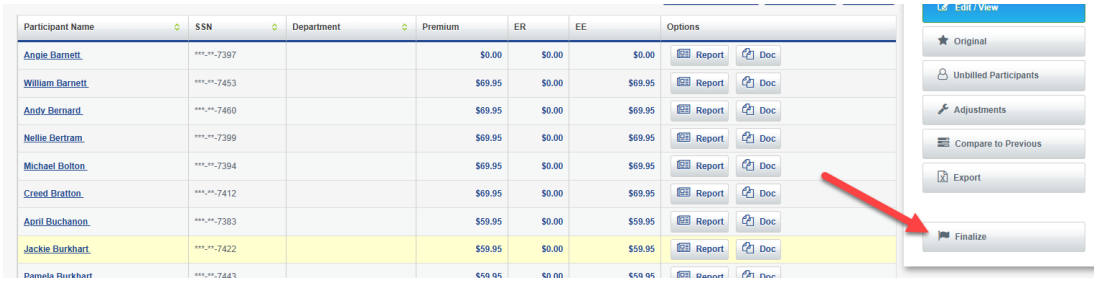
1. Visit https://ehp.paylogix.com
2. Click Statements



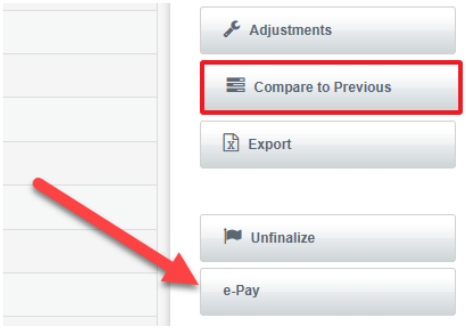
3. Click View or Edit next to the appropriate statement



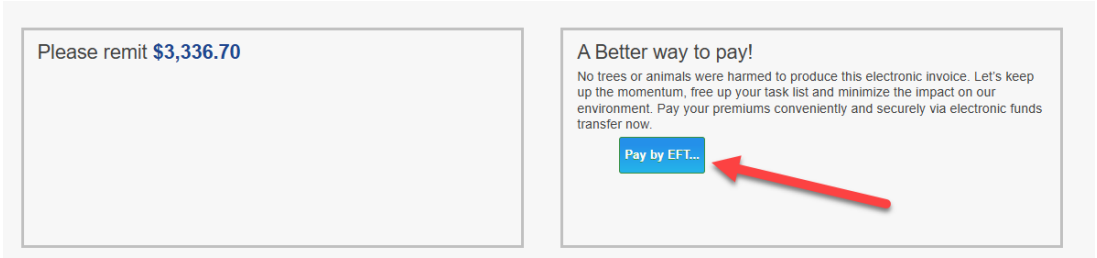
4. Review the statement and click Finalize



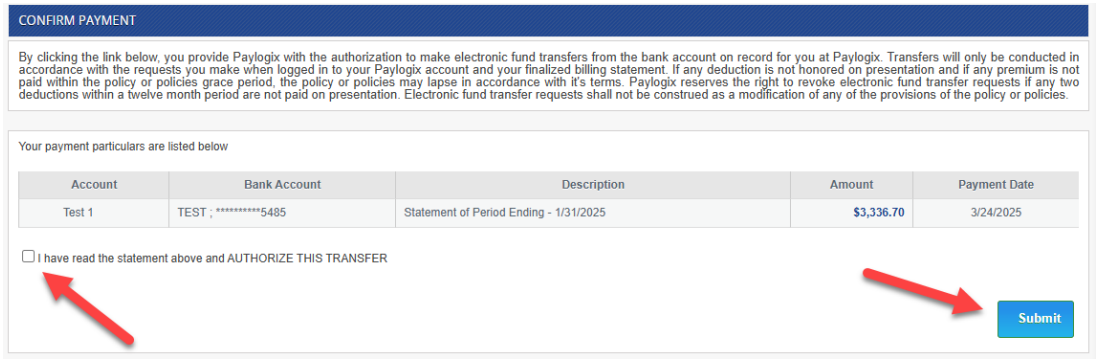
5. After you click finalize, you will be presented with an e-pay option so you can pay your statement online



6. Click Pay by EFT

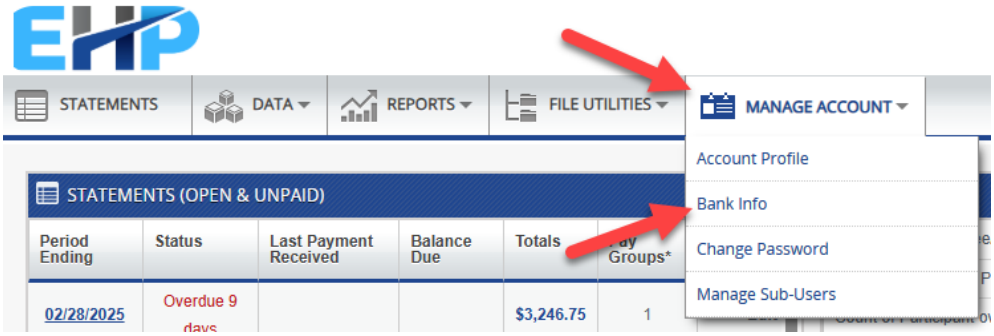


7. Review, authorize payment, and click submit



How to update your company payment data

1. Visit https://ehp.paylogix.com
2. Click Manage Account → Bank Info



3. Add or update your company bank information. This is the information that will be used when you click the e-pay button to pay your statement online.

