

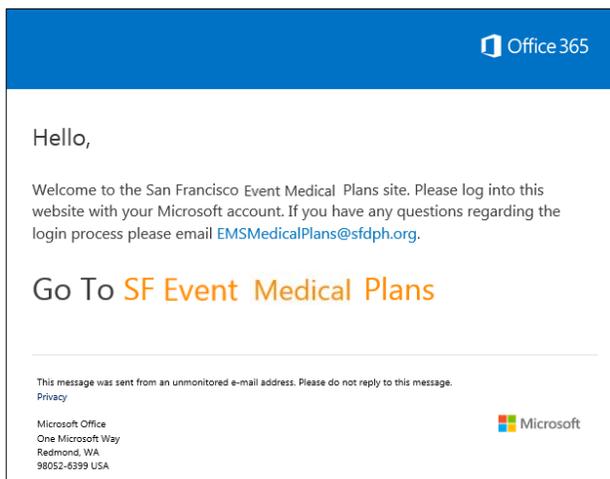
Accessing the SF Event Medical Plans Site

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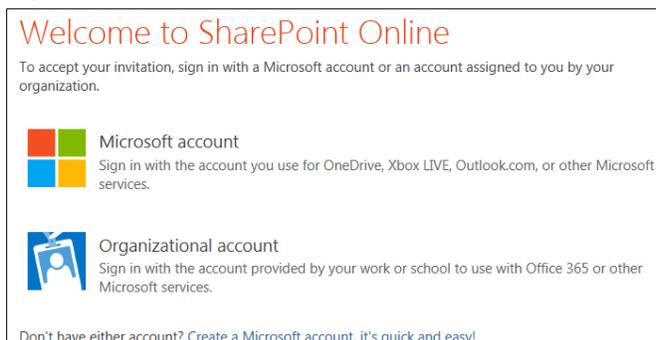
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New User with a Microsoft Email Account

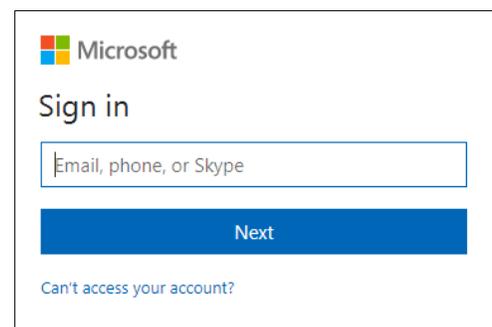
1. If you already have a Microsoft account with an email you can request access to the SF Event Medical Plans site by emailing EMSMedicalPlans@sfdph.org.
 - a. **Subject:** New SF Event Medical Plans user
 - b. **Body of email:** Be sure to include the email address connected to your Microsoft account. If you will be adding collaborators to you event include their email address.
2. The site administrator will email you an invitation to the site within 2 business days. If you do not receive an invitation, please **check your spam**. Logging into the site with an email other than the one that this invitation was sent to will render the invitation void and you will need to email EMSMedicalPlans@sfdph.org to request a new invitation.



3. Click on the link in your invitation to visit the site. We recommend using Internet Explorer for an optimal user experience.



If your Microsoft account is a personal account, select Microsoft account. If you are using a Microsoft account provided by your employer select Organizational account.



Be sure to login with the email account that your invitation was sent to.

New User without a Microsoft Account

1. You will need a Microsoft account with an email to log into the San Francisco Event Medical Plans site. To Create a Microsoft account click [here](#). You can use an existing email to create your Microsoft account or you can create a new email here. Follow the steps below:

A.  Microsoft

Create account

[Use a phone number instead](#)
[Get a new email address](#)

B.  Microsoft

Create a password

Enter the password you would like to use with your account.

C.  Microsoft

Create account

We need just a little more info to set up your account.

This information is required.

D.  Microsoft

Add details

We need just a little more info to set up your account.

Country/region

Birthdate
Month Day Year

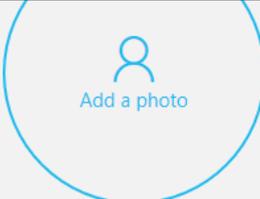
E.  Microsoft

Verify email

Enter the code we sent to . If you didn't get the email, check your junk folder or [try again](#).

Send me promotional emails from Microsoft

Choosing Next means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

F. 

[Add a photo](#)

Hello!

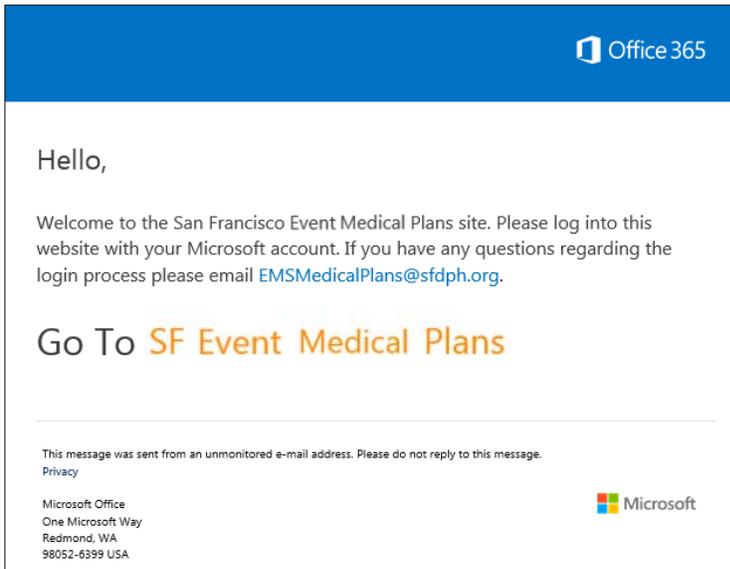
[Edit name](#)

[Change password](#)

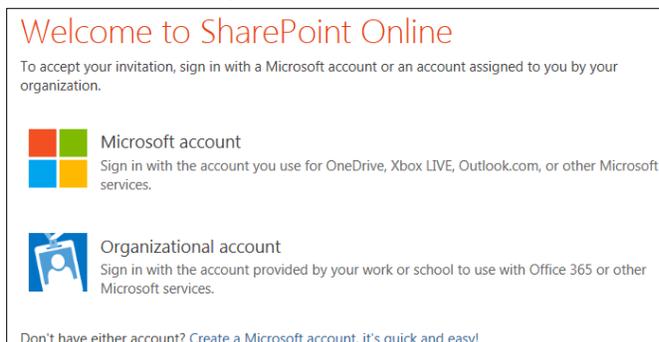
Make sure to enter your First & Last name. This name will appear on the SF Event Medical Plans site when you login.

4. Once you have created your Microsoft account, email a request to access to the SF Event Medical Plans site to EMSMedicalPlans@sfdph.org.
 - a. **Subject:** New SF Event Medical Plans user
 - b. **Body of email:** Be sure to include the email address related to your Microsoft account. If you will be adding collaborators to you event include their email address.

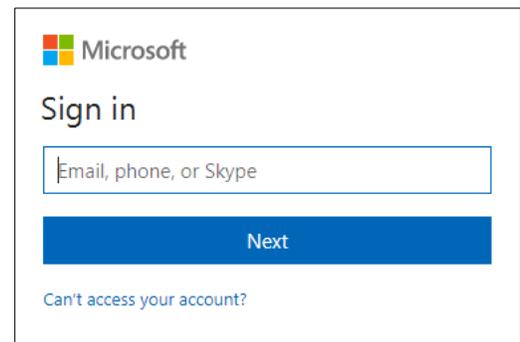
5. The site administrator will email you an invitation to the site within 2 business days. If you do not receive an invitation, **check your spam** email for the invitation. Your invitation will resemble the sample below. This invitation is specific to the user and email address it was sent to. Logging into the site with an email other than the one that this invitation was sent to will render the invitation void and you will need to email EMSMedicalPlans@sfdph.org to request a new invitation.



6. Click on the link in your invitation to visit the site.



If your Microsoft account is a personal account, select Microsoft account. If you are using a Microsoft account provided by your employer select Organizational account.



Be sure to login with the email account that your invitation was sent to.

7. You will be taken directly to the SF Event Medical Plans site. We recommend using Internet Explorer for an optimal user experience.

Q&A

Q: What is a Microsoft account?

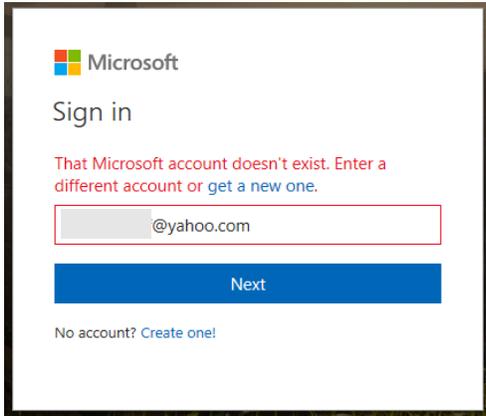
A: Microsoft accounts are used to access many Microsoft devices and services. You may have a Microsoft account through work, such as Office 365 or you may have a personal Microsoft account such as Outlook, Office, Skype, OneDrive, Xbox Live, Bing, Windows and MSN.

Q: What is my Microsoft email?

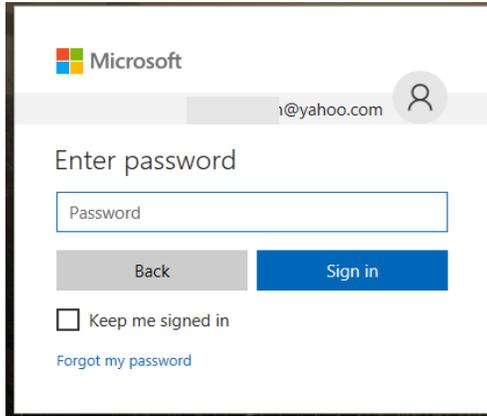
A: Your Microsoft email is the email you used when you created your Microsoft account. You can find your Microsoft email by signing into your Microsoft account [here](#)

Q: How do I know if I have a Microsoft Account?

A: From the [Microsoft Sign In page](#) enter the email address your Microsoft account would be connected to. The next window will let you know if your email is connected to Microsoft.

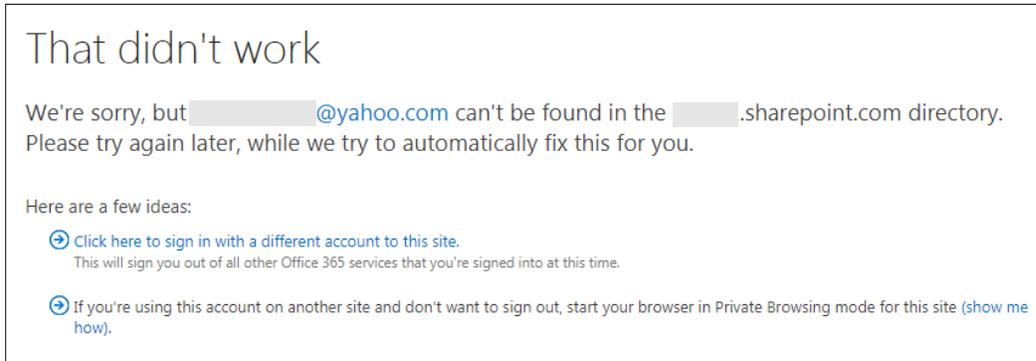


Not a Microsoft Email



You have a Microsoft email

Q: Why did I receive this message when I went to the SF Event Medical Plans site?



A: You have not been invited to the site. Please email EMSMedicalPlans@sfdph.org to request access.