



Merit Contractors Association Online Initial Registration Instructions for EMPLOYERS

Employers new to Mercon Benefit Services must perform an initial registration to obtain access to the Employer Portal of the Mercon Benefits website, www.merconbenefits.com.

To register an employer account:

- 1) **Check your email (using the email address you provided to your employer).**
 - Mercon Benefit Services will send you a registration email with instructions.
 - Can't see the email in your inbox?
 - ✓ Check your junk folder
- 2) **Click the link in the Mercon email and log in.**
 - Click the **link** in the Mercon email to log into the Employer Portal.
- 3) **Log in using the following information:**
 - ✓ PIN and Email address provided in the email
 - ✓ Password you wish to use for the Mercon Employer Portal
- 4) **Once the registration is successful, a separate email will be to you.**
 - Click on the link provided and enter your password to confirm the email.
 - Once confirmed, click on the link to go to the Employer Portal.
- 5) **Log in to the Employer Portal using the email address and password.**

Need help with any of the steps shown above?

✓ **Watch the Video**

✓ **Check out the User Guide**

✓ **Call Mercon**
1.877.263.7266

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