MyEHS Guide to Single Sign On for Employees

MyEHS is an online application that gives employees instant access to their employment related immunization records and surveys (questionnaires) assigned by Employee Health Services. You may access MyEHS 24 hours a day through any Internet connection—including smartphones, tablets and most other devices with a web browser.

In this document, learn how employees can access the application:
1. At Work (In Network)
2. At Home (Out of Network)

Logging into MyEHS

Step 1:
Open Google Chrome* or Internet Explorer to begin.

*Google Chrome is recommended for the best user experience.
Step 2:

Go to http://myehs.sutterhealth.org

Step 3:

At the Sign In page, enter your networkusername@sutterhealth.org then click Next. You must use @sutterhealth.org. The system will not recognize @pamf.org, @cpmc.org, etc.
Or you may be prompted to choose a user name.
If the Network Username that displays is yours, click on it. If it’s not yours, click to “Use another account” and enter your Network Username.

A message displays.
Step 4:

Enter your Network Password and click Sign in. This is the same password you use to access your work computer.

If you are logging in from within the Sutter Health Network, your log in is complete. If not, proceed to Step 5.
MyEHS Guide to Single Sign On for Employees

Step 5 (Out of Network Log in Attempts):

If you are logging in from a remote location (ex: home, coffee shop, store, etc.), you may be prompted to enter a code that is sent to your registered mobile device.

Enter the code sent to you and click **Verify**.

- *To access Sutter Health applications remotely, you must first register for Multi-Factor Authentication at [https://mfa.sutterhealth.org](https://mfa.sutterhealth.org).*
- *If you have already registered for Sutter Health multi-factor authentication for another application such as MySutter Connection, you do not need to complete this step.*
MyEHS Guide to Single Sign On for Employees

Step 6
Enter your Network Password again and click Log On.

Step 7:
Log on is complete.