

How-To Request Access To a Provider's Account New User



Purpose: To request access to a provider's account and become a linked user

1. Click on the [Request Access for New User](#) link found on the [Provider Web Portal Login Page](#).

Result: The [Request Access for New User](#) page will display.

2. In [Coverage & State Details](#), select [Medicaid](#), [Medicare](#) or [Both](#) for your program. If you selected both [Medicaid](#) and [Both](#), please select a [State](#).

3. In [NPI or Provider Details](#), prospective users can enter in [NPI](#) or click the magnifying glass  to search for a provider, or enter [Provider Name](#) in the [Provider](#) field.

4. Enter in [First Name](#), [Last Name](#), [Position/Title](#), [Email](#), [Phone Number](#) and [Reason for Requesting Access](#) in corresponding fields then click [Submit](#).

Result: Confirmation message should display.

The Administrators of the account requested will be able to [View Access Request](#) for the page in the [Web Portal > Account Tools > Manage Users](#). The admin has **5 days** to either [Approve or Deny](#) the request. Once the admin has approved the request, an email is sent to the user to proceed with the registration process. If the Admin does not take any action to Accept or Deny request, the request is automatically denied.

Provider Self Services

User ID:
Password:

[Accept & Login](#)
[Forgot Password?](#)

[New Provider Registration](#)
[Request Access for new user **New!**](#)
[Send Message](#)
[Minimum System Requirements](#)
[View FAQs](#)
[Contact Us](#)

For technical assistance with this website please call **1-866-449-6848**

Request Access for New User

Coverage & State Details

Program: Medicaid Medicare Both State:

NPI or Provider Details

NPI:  Provider:

Providers not currently registered in the web portal will not show up in the list.

Requestor Details

First Name:
Last Name:
Position/Title:
Email:
Confirm Email:
Phone Number: - - Extn:

Reason for requesting access:

Maximum 500 characters..

[Submit](#) [Reset](#) [Back](#)

