

To register for the Secure Provider Portal, follow the instructions below:

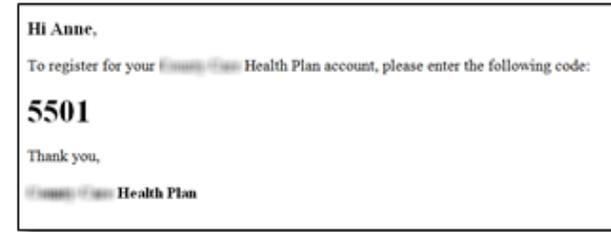
1. Browse to the public website. Go to “For Providers”
2. Select “Login”
3. On the Login Screen, click the button, “Create an Account”
4. Start your registration:



Enter your Tax ID, Name, and E-mail Address, and Create a Password.  
(Passwords must be at least 8 characters long, contain at least one lower case letter, contain at least one uppercase letter and contain a number or symbol)

**NOTE:** If you receive the error message “We could not find your Tax ID in our system” and have not joined our network, please return to our public site and click “Join Our Network”. Once your data is in our systems you’ll be able to create your account. If you have already joined our network, and received this error message, please contact provider services, so an incident ticket can be submitted.

5. A registration code will be sent via email, once your data is in our system.



6. Enter the confirmation code into the screen below and click “Confirm”

7. Select your secret questions and provide your answers.

**NOTE:** You will need these if you forget your password or lock your account.

8. Once activated you will receive an email informing you to login and enjoy all the features of the site.

