

Provider Registration — Availity Portal

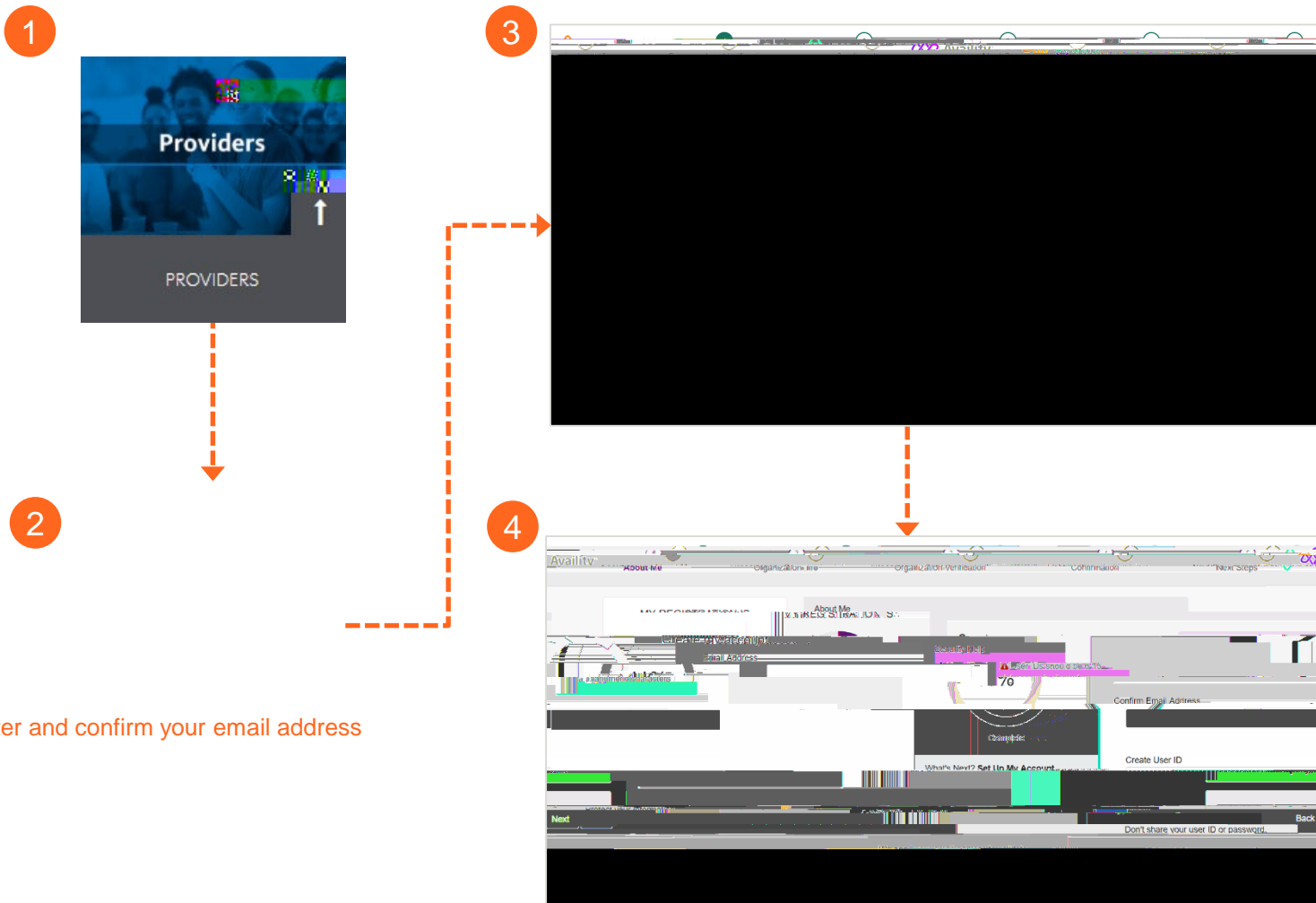
BEFORE YOU BEGIN

Gather this information about yourself and your organization:

- Physical and billing addresses
- Tax ID (EIN or SSN)
- NPI (if you have one)
- Primary specialty/taxonomy
- Check or EFT information from a health plan that you submit to (**recommended**)

BEGIN REGISTRATION

1. Go to www.availity.com and click REGISTER at the top of the page.
2. Hover the cursor over the Providers tile, and then click REGISTER.
3. Complete the selection for a new user, accept the agreement terms, and then click Sign Up .
 - Are you already an existing user? **Enter and confirm your email address and personal information to set up your account. Click Next.**



Note: User IDs should be 6-15 letters or numbers. On the second About Me page, make sure you enter your full legal name.

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QUICKLY GET THROUGH VERIFICATION

- To quickly get through the verification steps, enter complete and valid information in these sections:
 - Full Legal Name
 - Date of Birth
The individual registering the organization must be 18 years or older.
 - Personal Phone Number
 - Home Address
- Don't be afraid to click the blue help icons to learn why you are entering this information:
 - Click the What's this used for? link to expand the help tips.
 - Click this link again to roll up the help tip.
- Accept the acknowledgement.
- Click Next to enter information about your organization.

At this point, we might ask you a few questions.

Availity collects personal information to validate your identity—you are who you say you are—in order to deter fraudulent activity.

You have a minute to answer each question before your registration session times out.

The screenshot shows a multi-step registration form. Step 5 is highlighted with a red circle and points to the 'About Me' section, which includes fields for 'First Name' and 'Last Name'. Step 6 is highlighted with a red circle and points to a 'What do you do the most?' dropdown menu. Step 7 is highlighted with a red circle and points to a 'What's this used for?' link. Step 8 is highlighted with a red circle and points to the 'Next' button at the bottom of the form. The form also includes fields for 'My Phone Number' and 'Home Address'.

What's this used for? To deter fraudulent activity, we ask that you verify your identity by providing this information and answering a few questions.

If some of your information is incomplete, Availity might ask you for the last four digits of your SSN.

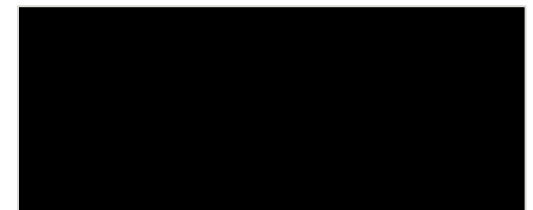
If Availity is unable to verify your identity, have someone else in your office who can serve as an Availity administrator register for you.

For more information, please call Availity Client Services at 1-800-282-4548.

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ENTER INFORMATION ABOUT YOUR ORGANIZATION

9. Complete the information to set up your organization:
 - Organization Setup
 - Organization's Physical Address
 - Taxonomy and Specialty
 - Payers' Regions
 - A. For the tax ID, enter an employer identification number (EIN) or social security number (SSN).
 - Clear the check box if the organization is not required to have an NPI.
 - If the organization is required to have an NPI, leave the check box selected and enter the NPI.
 - B. If the billing and physical address are not the same, clear the check box, and then enter the organization's billing address.
10. Click Next to continue entering organization information.



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FINISH ORGANIZATION SETUP

11. If the tax ID or NPI has already been used in a previous registration, please follow the instructions on the panel, depending on your user account needs. Click Next.
12. Tell us if you need a secure FTP mailbox to share EDI files with your



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AFTER YOU REGISTER...

1. Optionally, click **Print** to retain a copy of the *Organization Agreement* document and your registration confirmation.

Note: The *Organization Agreement* document displays in a separate window. If you do not hear from Availity within 5 business days, call Availity Client Services, 1.800.282.4548.

2. Check your email for messages containing your user name and temporary password.
3. Log in to [Availity Portal](#) with your user ID and temporary password. The first time you log in, we'll ask you to:

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