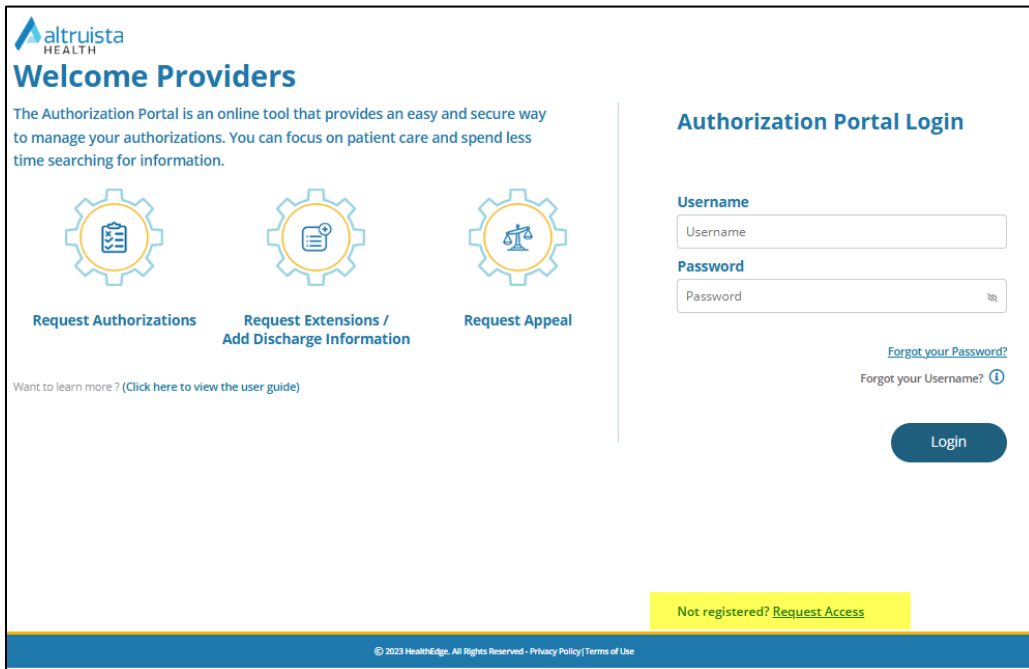


Provider Portal Registration Guide

To register on the Provider Portal, follow these steps:

1. Click Request Access


- On the [login](#) screen, click the Request Access link located at the bottom right.





altruista
HEALTH

Welcome Providers

The Authorization Portal is an online tool that provides an easy and secure way to manage your authorizations. You can focus on patient care and spend less time searching for information.

**Request Authorizations**

**Request Extensions /
Add Discharge Information**

**Request Appeal**

Want to learn more ? (Click here to view the user guide)

Authorization Portal Login

Username

Password

[Forgot your Password?](#)
Forgot your Username? [?](#)

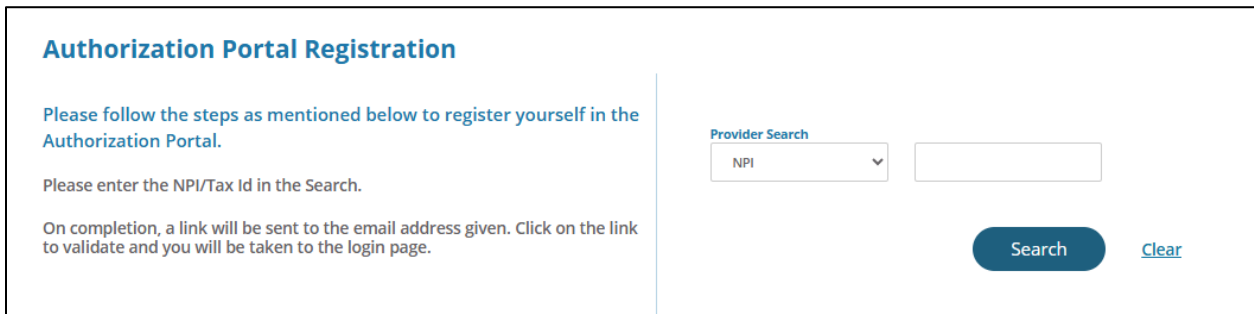
Login

Not registered? [Request Access](#)

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2. Enter in your NPI

- Type in your NPI (National Provider Identifier) and click **Search**.



Authorization Portal Registration

Please follow the steps as mentioned below to register yourself in the Authorization Portal.

Please enter the NPI/Tax Id in the Search.

On completion, a link will be sent to the email address given. Click on the link to validate and you will be taken to the login page.


Provider Search

NPI

Search [Clear](#)

3. Create Account

- Complete the required information, and then click **Register**.



Authorization Portal Registration

NPI
123456789

* First Name

* Last Name

* User Name

* Password Password Length 0

* Confirm Password Password Length 0

* Email

* Confirm Email

☐ * Multiple users may be associated with this NPI. By continuing, I hereby, confirm I am associated with and authorized to access PHI and membership records associated with this NPI.

[Register](#) [Click here to go back](#)

- **First Name and Last Name**
- **Username**
 - Username must have at least 8 characters
 - Special characters limited to ONLY a Period “.” and Underscore “_”
 - A period cannot be the last character at the end of the user name.
- **Password**
 - Must be between 8-12 characters
 - Must include at least one uppercase letter and one lowercase letter
 - Cannot contain your first name, last name, or username
- **Email Address**



4. Verify Your Email

- After registering, a verification email will be sent to the address you provided.
 - If you don't see the email:
 - Check your spam folder
 - Confirm the correct email was entered during registration

5. Account Activation

- Your registration will be **reviewed and activated by our team**. When your account is activated, you will receive a **second email confirming activation**.

6. Sign In

- If a message appears that you are already registered appears, go to the [Provider Portal Login](#) page and log in.
- If you need assistance, please [Contact Us](#) via email or call 330.996.8400 or 800.996.8401.