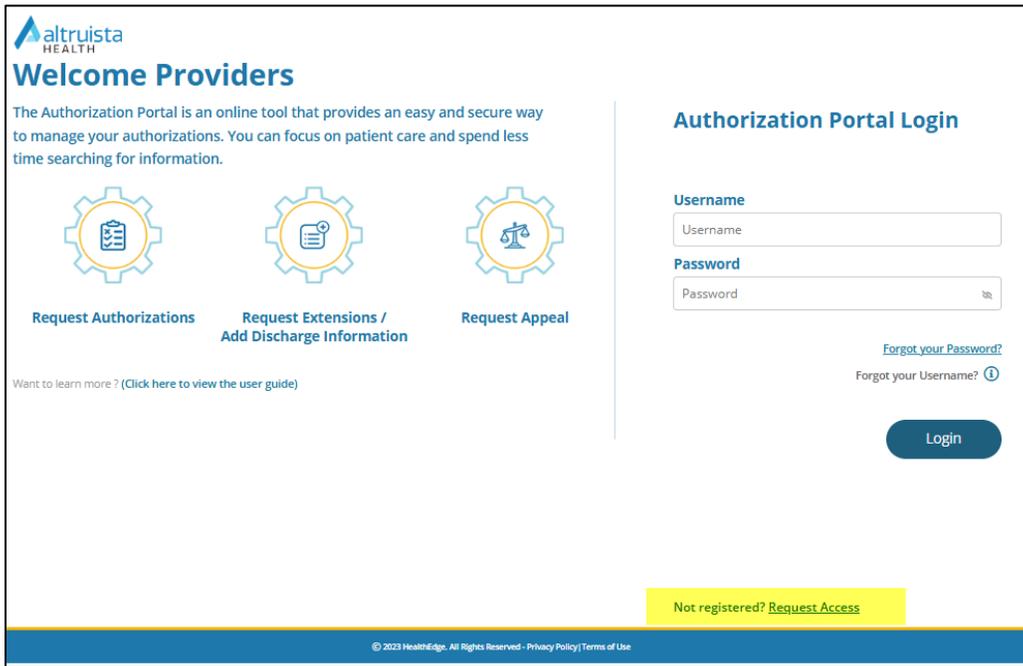


Provider Portal Registration Guide

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.



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.

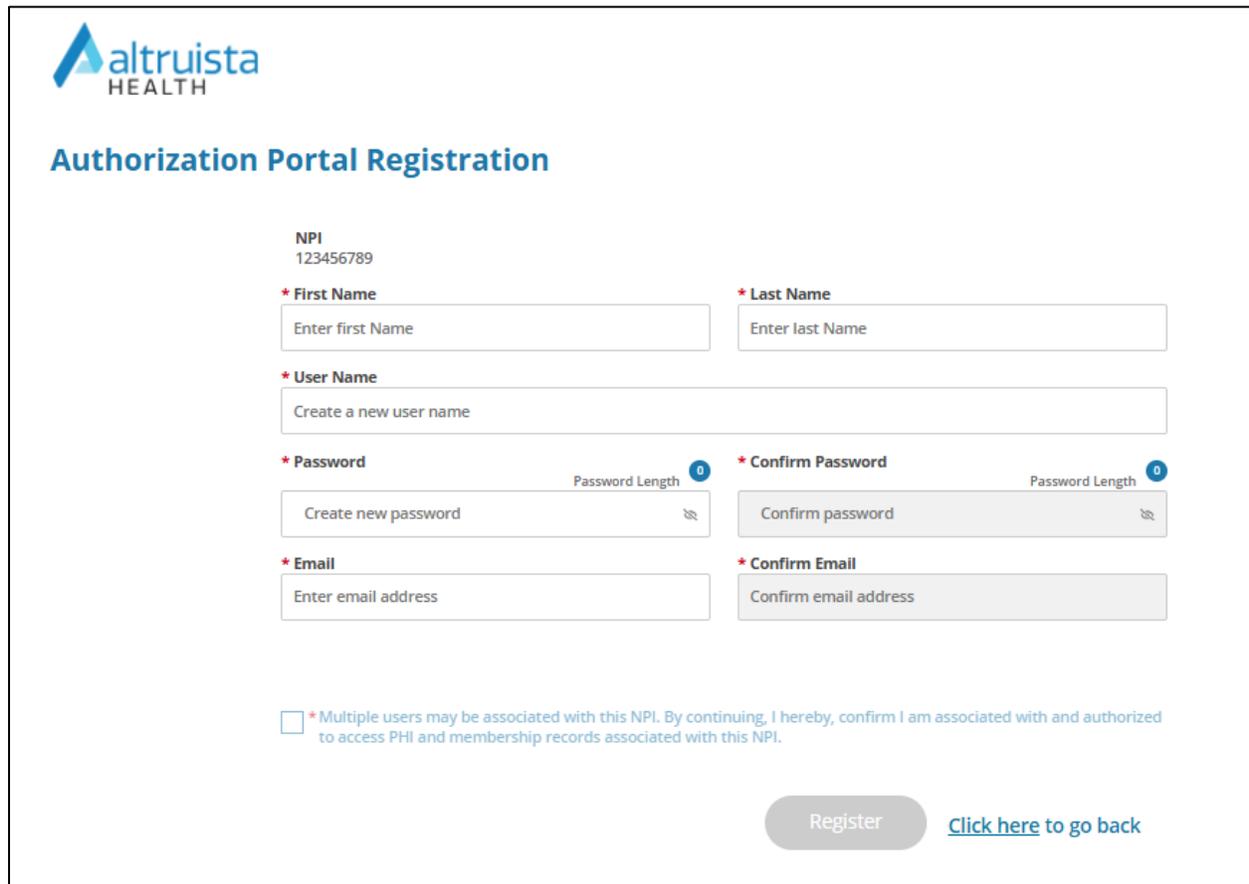
Provider Search

NPI

[Clear](#)

3. Create Account

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



The screenshot shows the Altruista Health Authorization Portal Registration form. At the top left is the Altruista Health logo. The title is "Authorization Portal Registration". Below the title, there is a section for NPI information with the value "123456789". The form consists of several input fields: "First Name" (placeholder: "Enter first Name"), "Last Name" (placeholder: "Enter last Name"), "User Name" (placeholder: "Create a new user name"), "Password" (placeholder: "Create new password", with a "Password Length" indicator showing 0), "Confirm Password" (placeholder: "Confirm password", with a "Password Length" indicator showing 0), "Email" (placeholder: "Enter email address"), and "Confirm Email" (placeholder: "Confirm email address"). At the bottom, there is a checkbox with the text: "* 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." Below the checkbox are two buttons: "Register" and "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.