Guide to Provider Portal Authentication using One Healthcare ID

One HealthcareID is a Security Framework that abides by Internet Standards. With your One HealthcareID (user ID) you will be able to access any of the One Healthcare applications that support the One HealthcareID - including the Provider Portal.

Use the following instructions to set up and authenticate your One HealthcareID.

Setting up your One HealthcareID

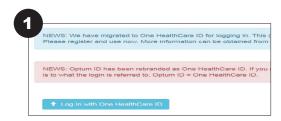
- From the Provider Portal page, select the button that reads Log in with One HealthcareID. This will take you to the One HealthcareID site where you can create your One HealthcareID.
- 2. On the Sign In With Your One Healthcare ID page, select the Create One Healthcare ID link under Additional Options.

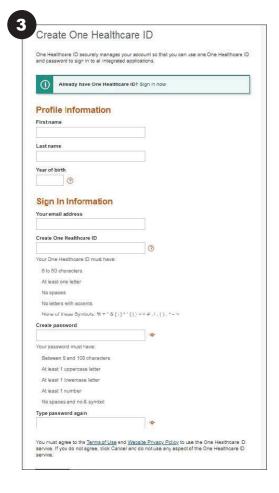


Note: This will be your new login screen for the Provider Portal once you have set up and verified your new One Healthcare ID.

- 3. Follow the instructions on this page to complete the Profile and Sign In Information.
- 4. Be sure to save your One HealthcareID and password somewhere safe. It will be your credentials for all One HealthcareID applications.
- 5. When the page is complete, click the I Agree button.
- 6. A Verify Your Email Address window will appear and a verification email will be sent to the user.

Note: If you already have a One HealthcareID, but have never used it to log in the Provider Portal, the "Sign in now" link in the green information box on top of the page will automatically associate your One HealthcareID with Provider Portal. This also applies with all other One HealthcareID applications.





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Verifying your email address

1. Within the activation email, you can activate your HealthcareID by:

Clicking the "Activate my One HealthcareID" button

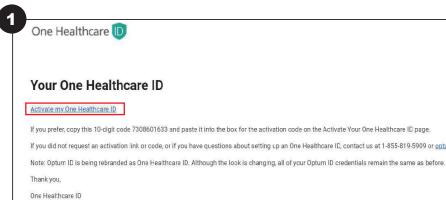
OR

Entering the 10-digit activation code provided

Either of these will verify your email address and the "Email Address Verified" form will appear.

2. Click the "Continue" button to go to the Provider Portal page.

Your One HealthcareID is now ready to use.





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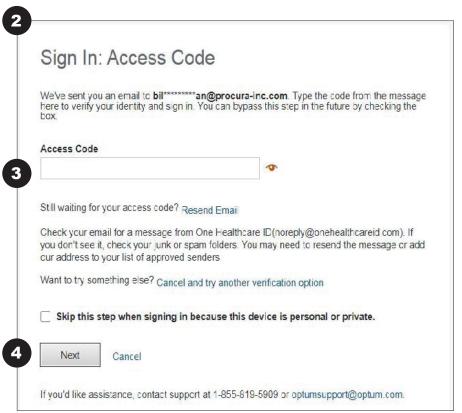
Signing in with your new One HealthcareID

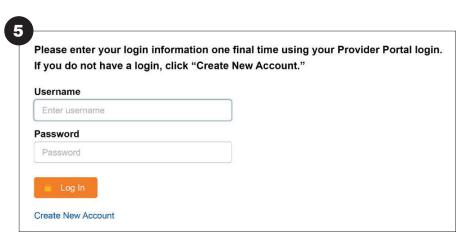
- At the Provider Portal login page, enter your One HealthcareID and password and select Sign In.
- When you first log in using your One HealthCare ID, you will receive an Access Code Notification email.
- Enter the Access Code from the email into the Access Code field on this form.

Note: To avoid this step in the future, check the box to confirm you are logging in from the same machine/browser.

- 4. Select the "Next" button to return to the Provider Portal page.
- Use your new One HealthCare ID credentials to log in. This step ties your One HealthCare ID profile to your Provider Portal identity. After successfully logging in, you will no longer have to complete this step.







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