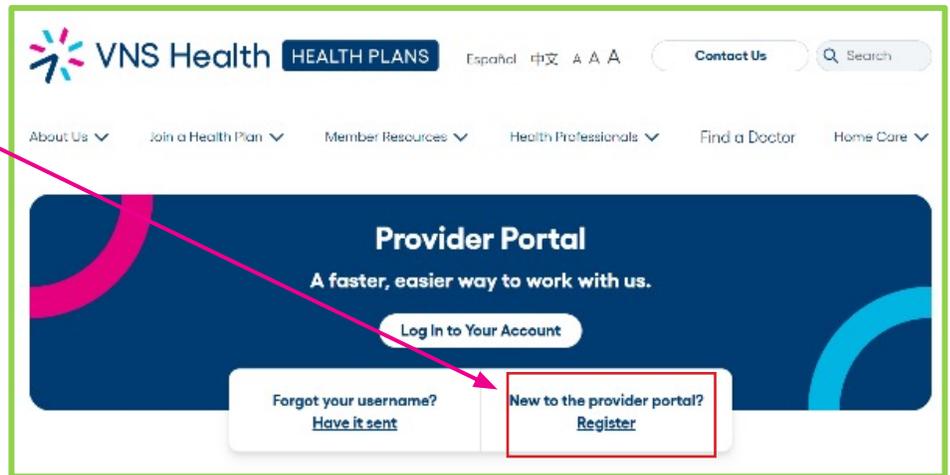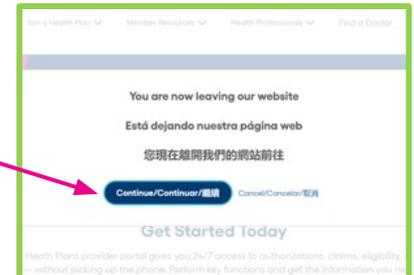**1** Visit vnshealthplans.org/provider-portal/
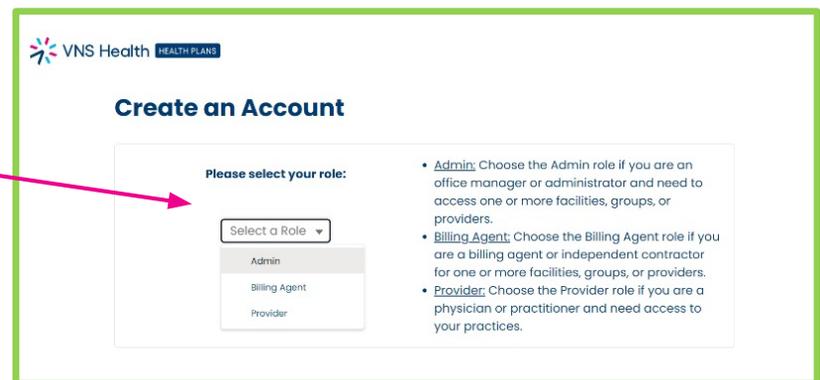
2 Click **Register**

**3** From the pop-up, click **Continue**

4 Select your **role** from the dropdown menu on the left. Roles are defined on the right.

5 On the next screen, enter **all** requested information.

- For **Billing Agents and Admins:** you must enter the name, Tax ID, and NPI of at least 1 Provider or Entity you support.

- For **Providers:** you must enter your **Tax ID, NPI, check** or **EFT number** from VNS Health OR **claim number** from VNS Health ERA or **Explanation of Payment.**
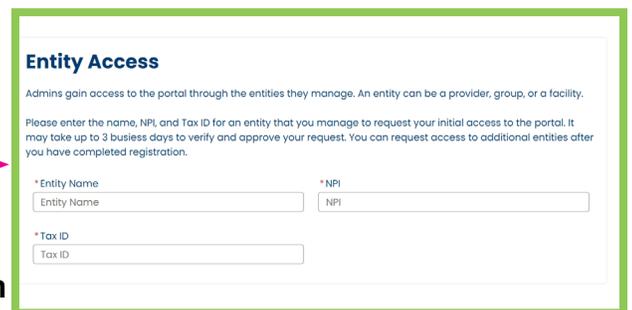

Once you have entered your information and chosen a username and password, choose

whether you would prefer your security code to be sent via **email** or **text**. Select **Next**.

- You will receive a **welcome email** with instructions to help you log in. Check your SPAM or JUNK folder if you do not receive the email.

- You may now log in to your account. To protect your account, you will need to enter the **security code** sent to you by text or email at this time. For security purposes, this is required each time you log in.

- **Note: Billing Agents and Admins** will not see data in the portal until the entity information you requested during registration is verified. You can begin requesting additional groups (the providers or entities you support), if needed, once you are logged in by requesting access in the My Account section of the portal. See How to Add Groups for instructions.

1 From the portal Welcome screen, click **My Admin Account** on the left.
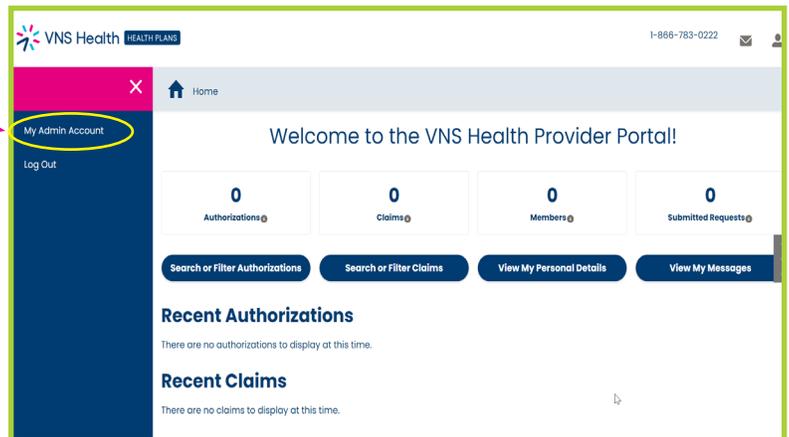
2 On the lower left side, find and click **Access Management**
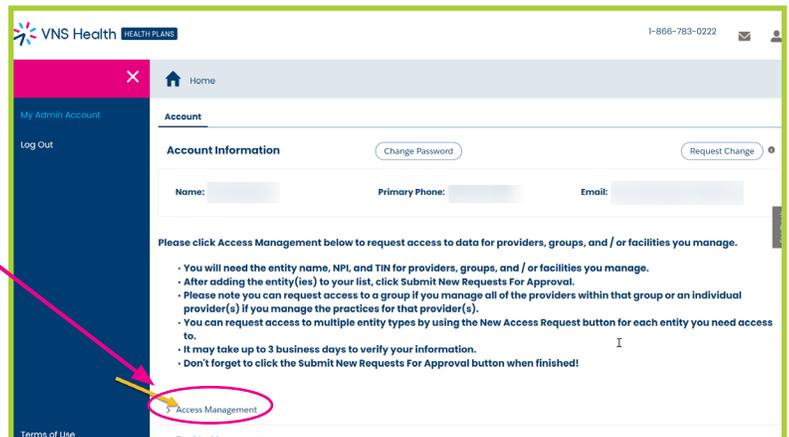
3 This will reveal a new button on the right. Click **New Access Request**

4 In the popup, enter the **entity name, NPI, and TIN** for providers, groups, and/or facilities you manage.

For groups: Please note you can request access to a group if you manage **all** of the providers within that group, or an individual provider(s) if you manage the **practices** for that provider(s).

You can request access to multiple entity types by using the **New Access Request button** for **each** entity you need access to. It may take up to 3 business days to verify your information.