



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 <u>How to Add Groups</u> for instructions.



Health Plans Provider Portal: How to Add Groups (for Billing Agents & Admins)

1	From the portal Welcome screen, click My Admin Account on the left.		H PLANS			1-866-783-0222 🛛 🖌	•
		×	A Home				
		My Admin Account Log Out	Welcome to the VNS Health Provider Portal!				
				2	•	•	-
			Authorizations	Claims	Memberso	Submitted Requests	
			Search or Filter Authorizations	Search or Filter Claims	View My Personal Details	View My Messages	
			Recent Authoriza	tions			
			There are no authorizations to displ	ay at this time.			
			Recent Claims	ie time	þ		
			mere are no claims to display at th	is unie.			
2	On the lower left side, find and click		PLANS			1-866-783-0222 💟	
	Access Management	×	A Home				
	-	My Admin Account	Account				1
		Log Out	Account Information	Change Password		Request Change	•
			Name:	Primary Phone:	Email:		
		Terms of Lise	Please click Access Manageme - You will need the entity ne - After adding the entity (le - Please note you can reque provide() if you manage - You can request access to to. - It may take up to 3 busine - Don't forget to click the Su - Access Management	nt below to request access to data ime, NPI, and TIN for providers, grou) to your list, click Submit New Req est access to a group if you manage the practices to that provider(a), multiple entity types by using the I ss days to verify your information. bmit New Requests For Approval bu	or providers, groups, and / o ps, and / or facilities you ma sets For Approval. all of the providers within th 4ew Access Request button f I itton when finished!	r facilities you manage. nago. at group or an individual i'or each entity you need access [Providence -
3	This will reveal a new button on the						
	right. Click New Access Request	✓ Access Wanagement					
						New Access Request	
		Name		туре		tion	
4	In the popup, enter the entity name, NPI,						ľ
	and TIN for providers, groups, and/or fac	cilities	an r	New Acces	s kequesi	∍st	ł
	you manage.		y tai forg	•		d!	
	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).

ess vith-I Submit Request Cancel

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.