1 Visit vnshealthplans.org/provider-portal/

2 Click **Register**
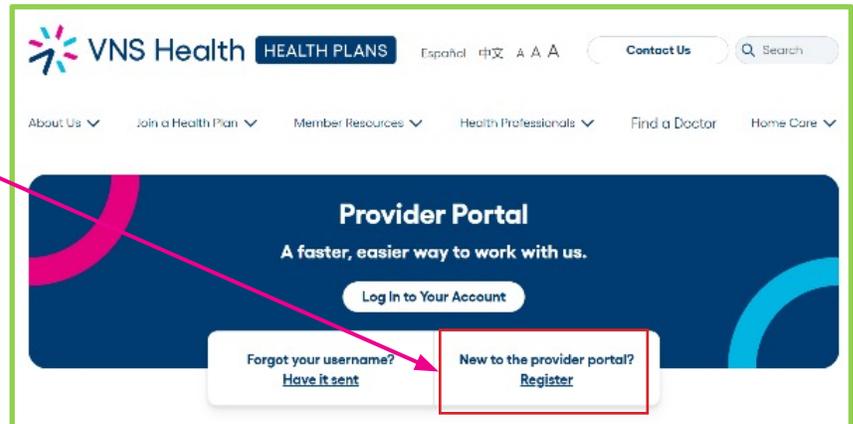
3 From the pop-up, click **Continue**
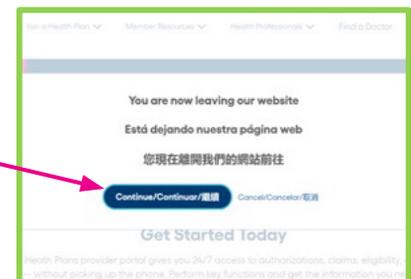
4 Select your **role** from the dropdown menu on the left. Roles are defined on the right.
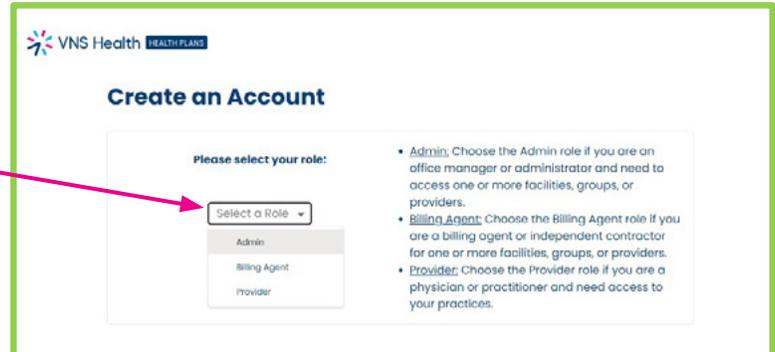
**5** On the next screen, enter **all** requested information.

- For **Billing Agents and Admins**: you must use a **business** email address to register.

- 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**.

- The **confirmation text or email** will contain a security code and 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. This code will not be required again for 12 hours.

- **Note**: **Billing Agents and Admins** will not see data in the portal until you "add groups" (the providers you support) 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.
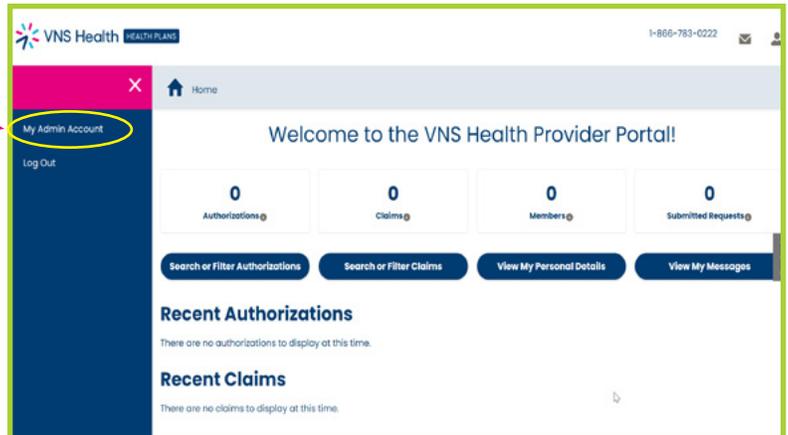
2 On the lower left side, find and click **Access Management**
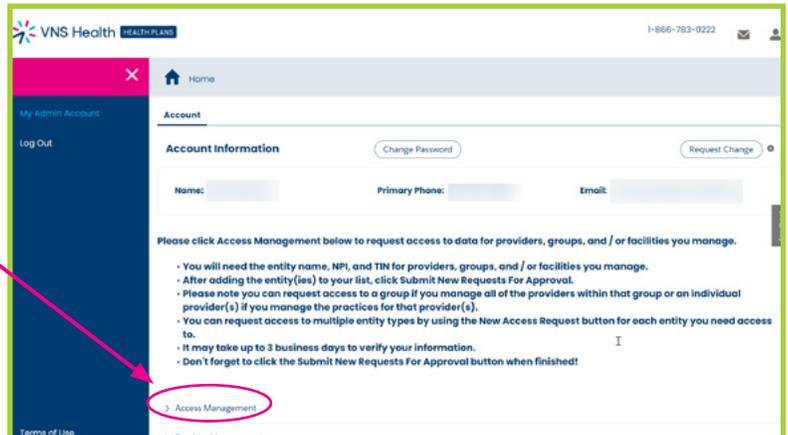
3 This will reveal a new button on the right. Click **New Access Request**

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.
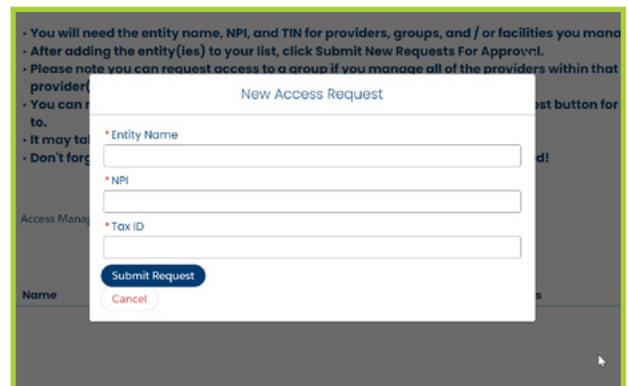
5 Be sure to click the **Submit New Requests For Approval button** when finished.