





# Secure Provider Portal

Creating an account and logging in

## Step 1: Identify Portal Administrator

- The provider organization should identify at least 2 individuals to have the designation of Portal Administrator.
- One of the designated Portal Administrators should proceed with creating a portal account.
- Once registration and verification is complete, the first Portal Admin will have the ability to add and remove additional users, including assign additional Portal Administrators.



#### Step 2: Portal Administrator Create an Account

Brand Logo	Brand Logo
Log In	Create your Account
Email Address *	<b>Enter Email Address</b> Let's get started – creating an account is quick and easy.
CONTINUE	Email Address *
CENTENE SSO	2
1 Create New Account	CONTINUE
single password reliable security	CANCEL
EntryKeyID Help Privacy Policy Terms of Use © 2023 Centene	single password reliable security EntryKeyID







Confidential and Proprietary Information

## Step 4: Register TIN

- Portal access is driven by the TIN that is contracted
- Enter TIN, Business Phone, and Fax, then click 'SUBMIT'

<b>Provider Registration</b>	
Enter your account details to complete your registration	
Tax ID	
Business Phone	
Fax Number	
SUBMIT	
CANCEL	

# Step 5: Request Verification with Carolina Complete Health

- After registering, email <u>ProviderEngagement@cch-network.com</u> to verify your portal registration request and assignment as Portal Administrator.
- The Provider Engagement team will verify your registration within two business days.
- Once verified, Portal Admins will have full access to the portal and can add or remove additional users to the portal account for the TIN.



# Logging in with Two-Step Verification Experience





### Self-Service Portal Experience

	en belo	EntryReyID
My Profile	Account Security	Change Password
Your profile includes your preferred name and contact email. You can change this information at any time.	Manage how you access our secure alte and receive verification notifications.	Enter your current password, and then enter and confirm your new password.
Name Email Allison.johnson allison.johnson@aol.com	Two-Step Verification A second way to verify it's you accessing our site is required in addition to your password, thy default, we send a verification code to your login	Current Password
Preferred Language	email address. Choose Add Method to choose other ways to verify who you are.	Pasteriou -
English	Primary Method You are using the following ways to verify who you are.	Your current pussword in required.
EDIT PROFILE	Enal alisos phranofigmation #	New Password *
	Other Methods	Confirm New Password *
	Allisofs Phone     I	
	· 022) 222 222 ·	A strong password must:
Lide Drivers Driver of Line 0.0000 Centeres	ADD METHOD	Have a minimum of 12 characters     Include all of the following:     One uncertainel letter
1580 ELTRASTORS ISTINGUES 9/24/2 GUIDIN		One lupercase leter
	Linked Accounts & Sessions Your Inked accounts give you alternative ways to log into our secure site. Under Manage Sessions, you can also see what applications are	<ul> <li>One special character (Example: 8, 8, 1, 4)</li> </ul>
	uaing your log in information to view data.	SAVE PASSWORD CANCEL
	manage Social AcCounts Choose Units too party a philosparty application to access your account on our site. You will no longer be able to use that application to log in to our secure site.	
	🔹 Aqole UNLINK 💿 Google UNLINK	Hela Prinacy/Policy Jamas of Use © 2023 Continue
	Monosoft UNLINK	
	Manage Sessions You are toget in this your account or viewing data on our after using the following applications. Choose <b>Sign Of</b> to close that application. You cannot spin of your carrier seaso.	
	© <b>é</b>	
	Chrome 114.0.0 C turnet Session OF Comput. UKA SIGN OFF COMPUT. SIGN OFF	View self-service portal
	4/27/502/5330/R AM	dashboard and My
	Chrome 114.0.0 SIGN OFF Mar / Mar 074 131 33.7 SIGN OFF	Profile.
	Okiaga, L. UA 6/03/003, 93:00 AM	
	SION OFF ALL SESSIONS	View Account Security.

### Need Assistance?

 Reach out to your assigned <u>Provider Engagement Administrator</u> or email the team for help at <u>ProviderEngagement@cch-network.com</u>

Thank you!



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