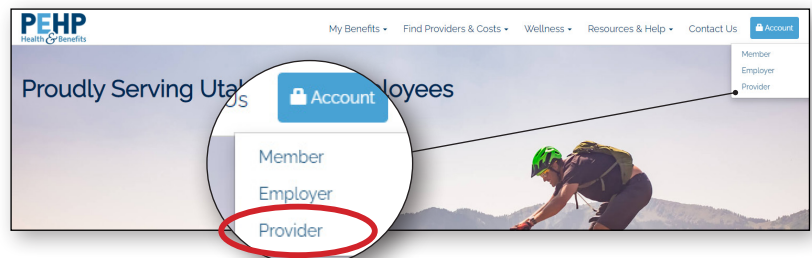


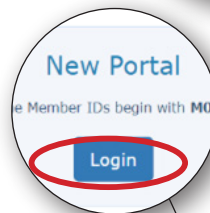
How to Create a PEHP Provider Account

The process to create a new Provider Account through pehp.org is easy. Here's what you need to do.

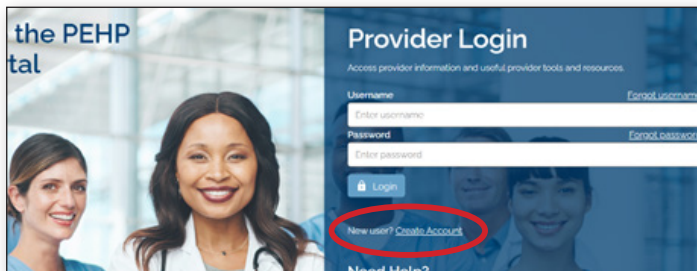
- 1 Visit www.pehp.org and click on Provider under Account at the top right.



- 2 If the PEHP member ID begins with MOOOO, choose New Portal.



- 3 Next, you will need to create a new account to access all the Provider functions.



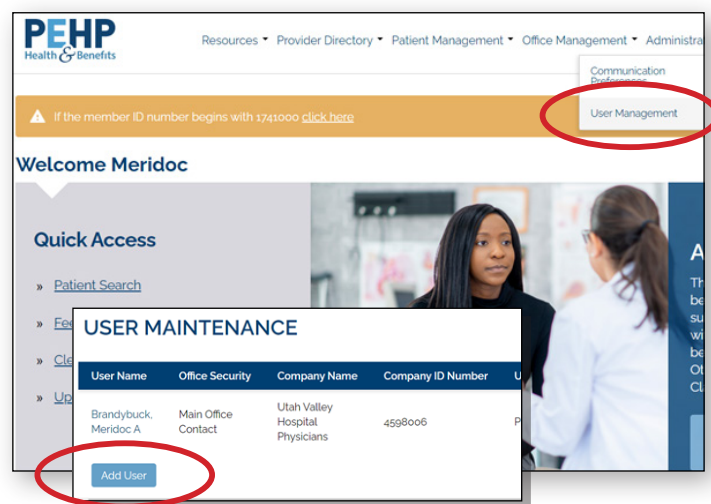
- 4 Go through the account creation process until you reach the final page. Note that as the primary registrant, you are automatically a local admin. You are not required to complete all fields, only required fields. Please allow 24 hours for your account to be approved.

A screenshot of the 'User Information' form. The form has a title 'User Information' and a sub-header 'If you are an existing user please login [here](#)'. Below the header are three input fields: 'First Name', 'Middle Initial', and 'Last Name'. Each field has a red asterisk indicating it is a required field.

How to Add Admin Users to Your Provider Account

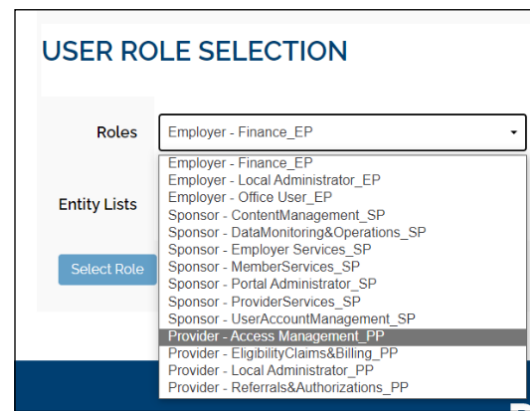
After registering as the Local Administrator, the Office Manager can add additional users to the PEHP account for specific tasks, such as submitting claims and/or authorizations. Account confirmation is not required when a user is added by the Local Administrator.

- 1 From the Home screen, click **Administration** > **User Management** from the navigation menu.
- 2 In the User Maintenance screen, click Add User
- 3 Next, complete the User information and click **Add**.



Note: The Local Administrator can decide whether the user can select his/her own username and password, or for the system to generate them. Most often the Local Administrator selects the username and allows the system to generate a temporary password.

- 4 On the **User Role Selection** screen, select a role from the Roles dropdown menu and a PEHP Health Plan from the Entity Lists dropdown menu.
Note: Access lists are generated by the entity (tax id, provider id, practice id, etc.) selected when a user registers or is added to the PEHP Health Plan. Users confirmed for an access list are granted access to information pertaining to those entities included in the access list.



- 5 Finally, click Select Role to return to the User Information screen and then click Submit.