

Provider Portal registration in 5 steps

allwaysprovider.org

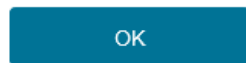
1. **Get started** - On the provider portal login screen at allwaysprovider.org, click on Account Registration.



2. **Read and accept the provider portal user agreement.**



3. **Review the helpful hints** on the next page and then click OK to proceed.

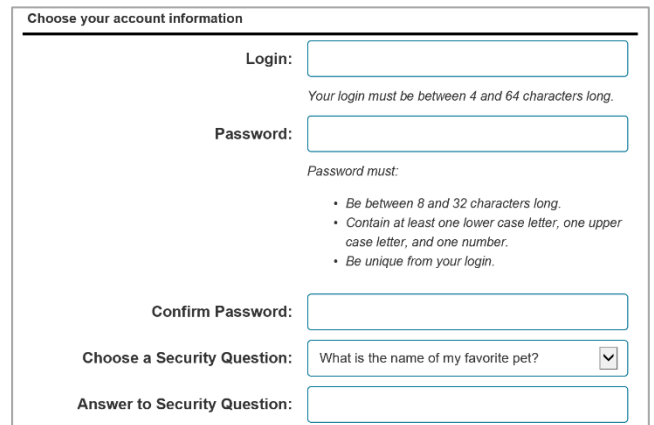


4. **Enter your practice site’s Legal Name and Tax Identification Number (TIN)** - A drop-down list will appear as you type your site name. Select your site from the drop-down list and click Verify to proceed.



5. **Set-up your account information:**

- Create a Login ID and Password
- Select and answer a Security Question
- Identify if you will be a User Administrator for your practice (note: user administrators must complete a [user administer application](#) for each practice site being requested. If you are not a user administrator, the user administrator for your practice must approve your request before access is granted.)
- Identify Reason for Site Access (ex: eligibility verification, claims status)
- Enter your Demographic Information
- Click Register.



You will see a confirmation box and receive a confirmation email within 48 hours if you have successfully registered. For questions and registration support, contact prweb@allwayshealth.org.