# *ProviderAccess*

BlueCross BlueShield of Alabama

## *ProviderAccess* Registration: Master Administrator

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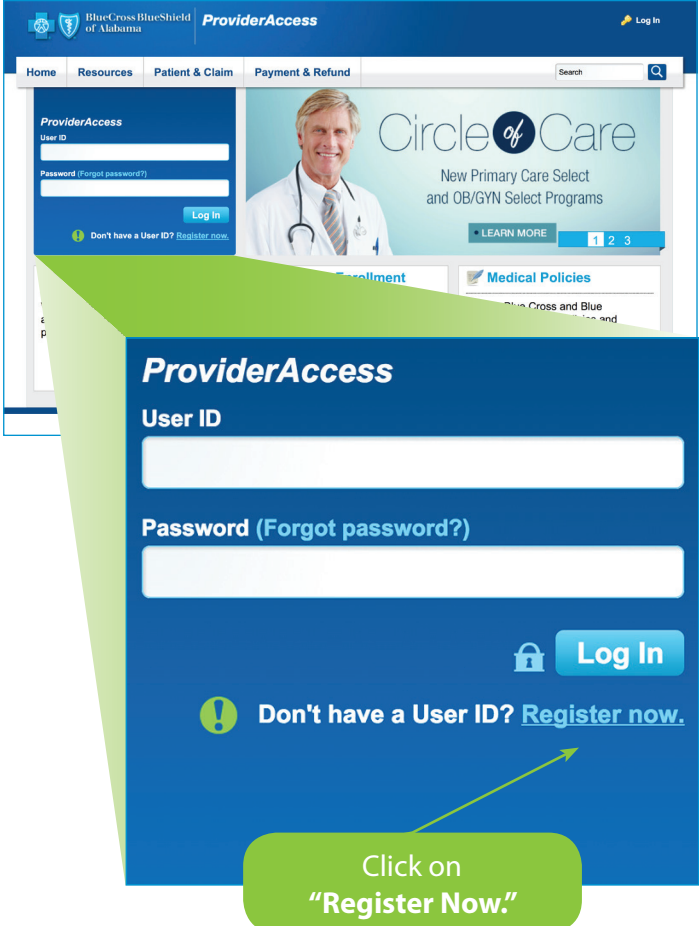Before using *ProviderAccess*, each user must register with a unique user ID and password.

### Master Administrator

The first user who registers for *ProviderAccess* for each business (Payee NPI and Tax ID combination) will be registered as the Master Administrator. Master Administrators are responsible for managing the users who will have access to the business(es) for which they register.

Master Administrators will approve user registration requests and/or create new users, maintain their users (activate/ deactivate/reactivate), and control access to the businesses, providers, and applications their users may need. Master Administrators have all accesses and permissions in addition to having total control of all their users' access. Master Administrators can also create additional Administrators who can be given permissions to create and manage users for the business.

Are you the person who should register as the Master Administrator? If so, let's get started.

During the registration process, a progress bar is displayed. As you move through the process, a check mark will appear for those sections that are complete.

Go to **AlabamaBlue.com/providers.**



Click on **"Register Now."**

| Create Profile | Business Search | Verify Information | Confirmation | Verify Email |
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### Step 1: Create Profile

Enter a user ID. Your user ID must be between eight and 20 characters and must contain at least one letter. The user ID cannot be your email address. Special characters are not allowed.

Enter and confirm your password. Your password must be between eight and 20 characters and may contain letters, numbers and the following special characters: ! @ # $ % & * _ - ' . : ;

Complete remaining fields including Email and Confirm Email. For Administrators, a valid, unique email address is required to complete the registration process. Click Continue.

| Create Profile ✔ | Business Search | Verify Information | Confirmation | Verify Email |

## Step 2: Business Search

Next, you will need to find the business you wish to register for. Enter the Tax ID number for the business.

From the search results list, select the provider or business you are registering for and click "Continue."

To verify that you have rights to register as the Master Administrator for the requested business, enter the Billing NPI and Tax ID and press "Continue." If you do not wish to proceed with the registration request, press the "No, take me back" button.

| Create Profile ✔ | Business Search ✔ | Verify Information | Confirmation | Verify Email |

## Step 3: Verify Information

Review the information displayed on the Business Summary screen. If the information is correct, click Continue.

| Create Profile ✔ | Business Search ✔ | Verify Information ✔ | Confirmation | Verify Email |

## Step 4: Confirmation

To submit your registration request, you must first accept the Terms and Conditions for electronic data interchange (EDI).

| Create Profile ✔ | Business Search ✔ | Verify Information ✔ | Confirmation ✔ | Verify Email |

## Step 5: Verify Email

The Confirmation screen acknowledges that your registration request was submitted. **You will receive an email and must click on the link in the email to verify your email address to continue the registration process.**

Once you have verified your email address, you will be notified when your registration is complete. After that, you can log in with your user ID and password and begin using *ProviderAccess*.

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