

# ProviderAccess

## Processing User Registration Requests



Log in to **ProviderAccess** and click the **“Users”** link in the upper right-hand corner of the screen.



If there are pending registration requests, the users list on the left side of the screen will default to display those in **“Requested”** status.



Click on a pending request to display that user’s profile.



Click **“Process Request”** to complete the user’s registration. (Or, if the user registered in error, select **“Deny User.”**)



Review the user’s profile and edit, if needed, then click **“Next.”**



On the **Businesses** tab, select the business or businesses the user should have access to, then click **“Next.”**



On the **Providers** tab, select the provider(s) the user should have access to then click **“Next.”**



On the **Permissions** tab, select any applications the user should have access to in order to do their job. For example, Eligibility and Benefits, eClaims, Audit Reports, Claim Status, etc.

**Note:** Selecting the “Admin (Create/Manage Users)” permission will register the user as an administrator.

Administrators can create and edit other users and process registration requests.