



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

If you are the first person to register for a business, you will automatically be assigned the role of Master Administrator.

Master Administrators have the same capabilities as regular users in addition to having control of the access for all other *ProviderAccess* users in the business.

Master Administrators:

- Approve or deny registration requests for other users and can create new users
- Maintain users (activate/deactivate/reactivate) and control access to the businesses, providers, and applications other users may need
- Create additional Administrators to help manage their users' access

During the registration process, if you are asked to enter the billing NPI for your business, that means you are the first to register and will be the Master Administrator. If you should not be the Master Administrator, cancel your registration.

### Ready to Register?

Go to **AlabamaBlue.com/Providers** and click “**Register Now.**”

### Create User Profile

Complete the user profile.

### Search for Provider or Business

- **Tax ID Search** – Enter a valid tax ID to search for the business.
- **Search Results** – Select the business from the search results list. If multiple businesses share a tax ID, the “doing business as” (DBA) name is provided, if known, as well as the following links to help identify the correct business:
  - **View All Providers** – The “View All Providers” link displays all the providers associated with the billing NPI and tax ID combination.
  - **View Address** – The “View Address” link displays all addresses on file for the provider’s billing NPI and tax ID combination.

## Business Selection Results

The business selection results display the requested business and provider(s).

## Verify Billing NPI and Tax ID

If the screen to enter the billing NPI and tax ID is presented, you are proceeding through the registration process for becoming the Master Administrator. If you wish to control the access of other users, then register as the Master Administrator. By clicking "Continue," you are confirming that you wish to have access to all of the providers associated with the business.

## Business Summary

The business summary displays the name, billing NPI and tax ID of the business you are requesting.

Add another business: If you would like to register as the Master Administrator for another business, select the "Add Another Business" button. Selecting this button will cycle back through the registration process.

## Registration Summary

The registration summary provides a representation of the information you provided.

- **Master Administrators** – Reviews and accepts the terms and conditions to continue the registration process.
- **Users** – Regular users only need to review the information they entered and click submit.

## Confirmation

After clicking "Submit," you will receive confirmation that your registration request has been submitted.

- **If you are registering as a Master Administrator**, you will receive an email from *ProviderAccess*. You must click on the link in the email within 24 hours of the initial request to verify your email address to complete your registration.

You will receive an email notification from us when your registration request has completed processing.

- **If you are registering as a Regular User**, you will not receive an email. You will be contacted by the *ProviderAccess* Administrator in your organization when your registration has been processed.



An Independent Licensee of the Blue Cross and Blue Shield Association