How to Register

2. Click on the “Register now” link under the Provider Web Portal Login box.
3. Under Admin User Responsibility, select “To continue with registration, click here” and you will be taken to the registration page.

Registration is easy as 1, 2, 3!

1. Select your Line of Business (If choosing “Other Line of Business” also select your state).

Users who are rendering services for Medicare programs as well as other Lines of Business, such as Marketplace and Medicaid products, can register for one Line of Business and then add the additional lines using the Manage Provider Tool within the Account Tools menu.

2. Select your Provider Type.

What Provider Type Should I Select?

Facility/Group can be used by any Provider, including solo practitioners. This registration type allows users to submit claims and service request/authorizations. To register as a Facility/Group you must have both the Molina Healthcare Provider ID and the associated TIN. This is the preferred primary method of registration.

Individual Physician is recommended for use when a Provider does not need to submit new or corrected claims. Providers who participate with multiple provider groups and want to see information pertaining to each group should register with the Individual Physician type. If the Provider is registered only as a Facility/Group, they will be limited to information for that registered group only.

Note: Users can register with both the Facility/Group and the Individual Physician Provider Types and link the accounts. When using the Portal, they simply select the appropriate account for the transactions needed.

3. Tax ID Number & Molina Provider ID

If you do not know your Provider ID, please contact the Provider Services Department at (844) 826-4335
Completing this step will take you to the Authentication Details screen of the registration process. You must enter your Name, Email Address, Username, Password, Security Questions and Answers and you must accept the Terms of Agreement.

**Role of the Administrator**
If you are the first user to register with this Provider ID, you become the primary administrator of the account. You can navigate to the Account Tools page and click on ‘Manage Users’ to view other users or administrators. As the administrator of an account, you are entitled to designate or promote a user to administrator, manage users by granting different levels of access, and add other user accounts onto your account. You are also able to invite others to join your provider’s account (See Account Tools section on page 16 for more details).

**Requesting Access**
Other users may request access to an existing account by going to the Provider Web Portal, clicking on the “Request Access for New User” link under the Login section, and providing the following information:
- NPI or Provider Name
- Requester’s First & Last Name
- Position Title
- Email Address
- Phone Number (and extension if applicable)
- Reason for Requesting Access.

A request will be sent to the administrator of the account specified and they will have to take action within 3 days or the request will expire.

**How to Review Member Roster**
1. Once you login to the Provider Portal, go to the Provider Portal Panel on the left hand side and select Member Roster.
2. The Member Roster application enables the registered user to view and navigate through a list of Members assigned to a Primary Care Provider (PCP).

You will be able to:
- Customize Member search with built-in filters and sorting functions.
- View various statuses (e.g. needed services, inpatient, new Members, etc.) for Members.
- Check Member eligibility.
- Easily access other functions to view Member details, submit claims and request service authorizations.