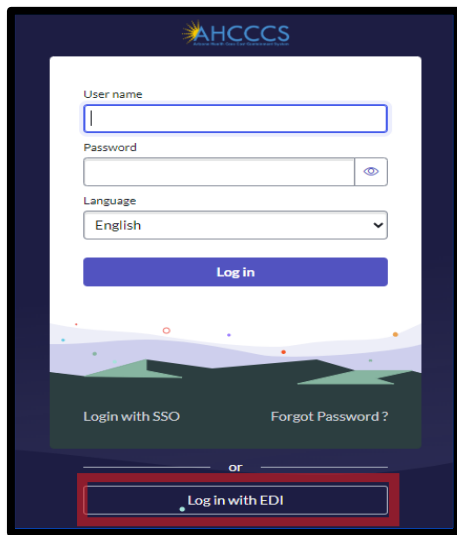


EDI Portal Signup and Login Guide for Providers

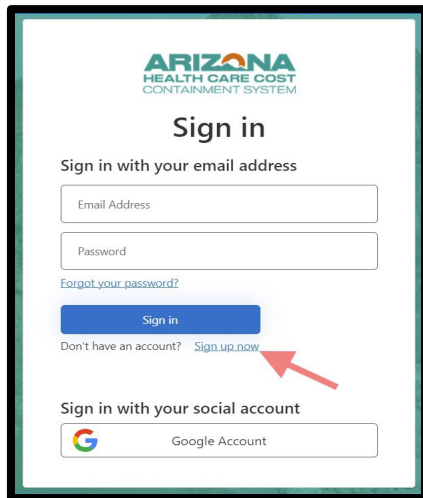
For you to upload your medical records or NEMT Daily Trip Reports, you must create a new Login ID/password.

Please click Signup\Login Link: <https://servicenow.azahcccs.gov/login>

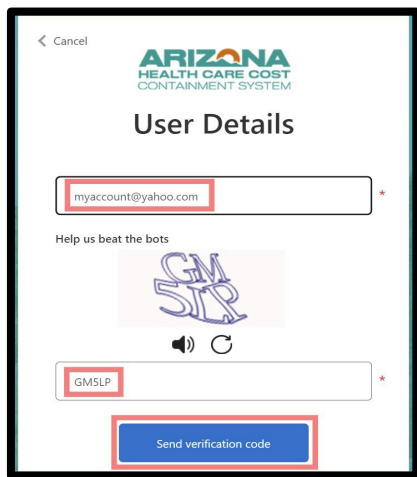
Click on the Login with EDI



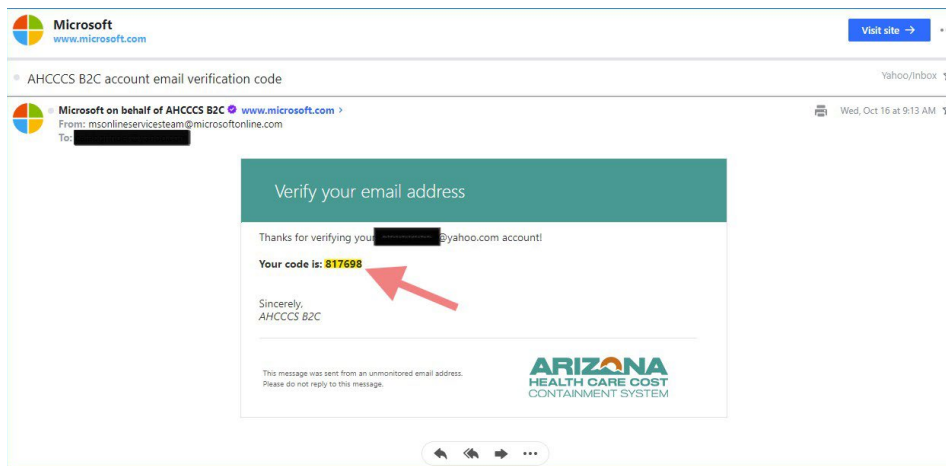
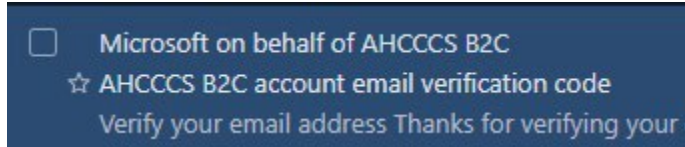
This will take you here to click the **signup now** option (direct to the B2c Login: [Login with EDI](#))



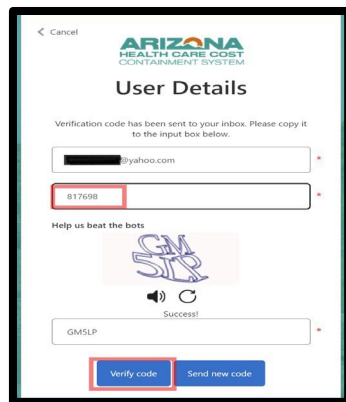
You will need to put in your email address and fill out the captcha. Click on “Send verification code”



Retrieve the code from your email. This is the “Sender” below:



Copy the code from the email and place it in the field and then click on Verify code.



After entering the code, you will see the message that the email has been verified and you will now be able to continue with the signup.

Create a password & complete the information needed for your profile, then click “create”

Click on the following boxes:

“User Type” select “External”, “EDI Access”, Access Type = Provider, Choose Filing State = AZ, Enter First Name, Last Name

The password must be between 8 and 64 characters.
The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

The image displays two screenshots of the AHCCCS user registration process. The left screenshot, titled "User Details", shows a success message for email verification, a captcha challenge with the text "GMSLP", and fields for "New Password" and "Confirm New Password". The right screenshot shows the registration details form with fields for "Display Name", "User Type" (External selected), "Request EDI Access" (EDI Access selected), "Access Type" (Provider selected), "Filing State" (AZ), "First Name", "Last Name", and "Job Title". A blue arrow points to the "Create" button at the bottom of the right form.

You will then be asked to set up Multifactor Authentication (MFA)

Multifactor Authentication (MFA) is set for login and signup. **This is required.**



Once MFA is complete you will be redirected to our [EDI Portal - https://servicenow.azahcccs.gov/edi](https://servicenow.azahcccs.gov/edi)

NOTE: Once you have signed up, a ticket will be generated to the AHCCCS ISD Data Security Team to assign your account to the appropriate group and authorize access. This process can take up to 2-3 hours after initial registration.

After 2-3 hours, you should be permitted to login and upload your documents.

This is the screen view, you will see if your account has been authorized:

