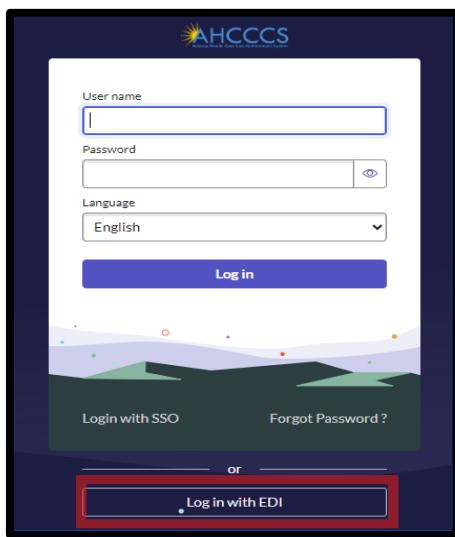


EDI Portal Signup and Login Guide for Providers

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>

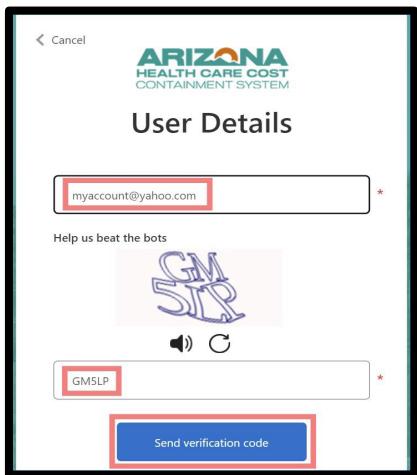
Click on the Login with EDI



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

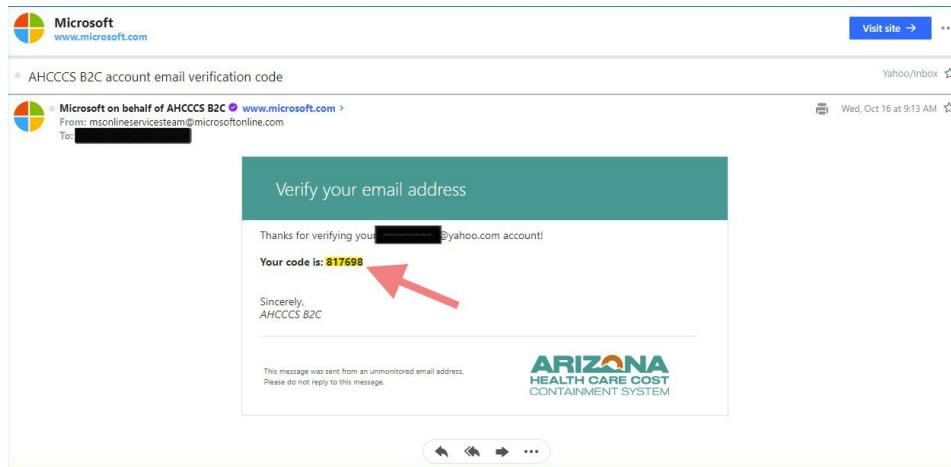
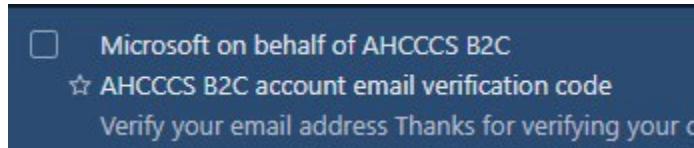


You will need to put in your email address and fill out the captcha. Click on “Send verification code”



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.



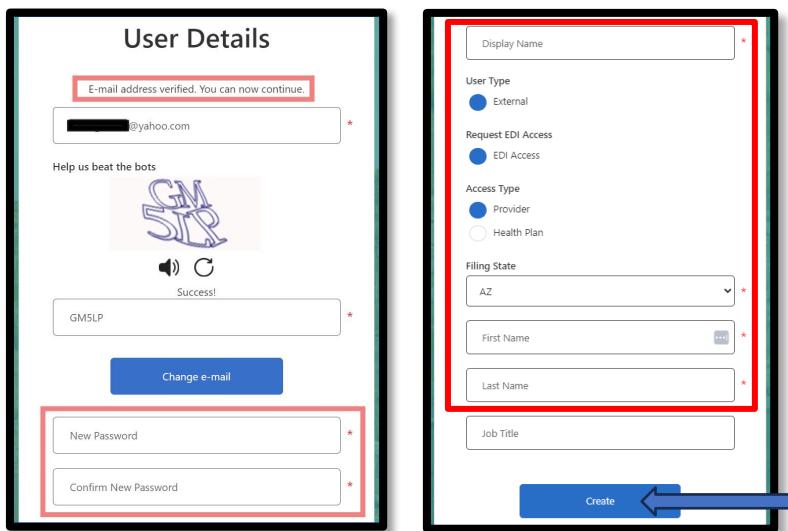
After entering the code, you will see the message that the email has been verified and you will now be able to continue with the signup.

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



User Details

E-mail address verified. You can now continue.

Help us beat the bots

Display Name

User Type: External

Request EDI Access: EDI Access

Access Type: Provider

Filing State: AZ

First Name

Last Name

Job Title

Create

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



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



The three screenshots illustrate the MFA process:

- Step 1:** The user enters their email address (c*****@yahoo.com) and clicks the "Send verification code" button. The "Send verification code" button is highlighted with a red box.
- Step 2:** A verification code (288360) is displayed in the "Verification code" input field. The "Verification code" input field and the "Verify code" button are highlighted with a red box.
- Step 3:** The user has successfully verified their email address (c*****@yahoo.com). The "Continue" button is highlighted with a red box.

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:

