

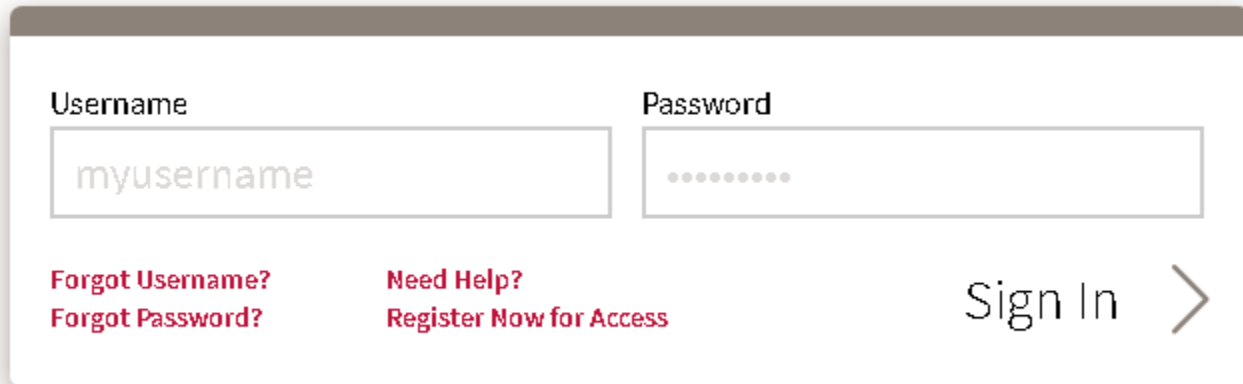
# Registering for MVP's Provider Portal

MVP Health Care Provider Portal



# Accessing the Provider Portal

- Go to **mvphealthcare.com**
- Click on **PROVIDERS** at the top of the web page.
- Click the **Register Now for Access** link directly below the Username and Password boxes, in the middle of the screen.



The screenshot shows a login form with two input fields: 'Username' containing 'myusername' and 'Password' with masked characters. Below the fields are four links: 'Forgot Username?', 'Forgot Password?', 'Need Help?', and 'Register Now for Access'. To the right is a 'Sign In' button with a right-pointing arrow.

# Registering for the Website

***Register for the MVP Provider Portal in two simple steps.***

## **Step 1: Complete the Verify/Designate a Site Administrator Form.**

- The Site Administrator cannot designate themselves
- Contact eSupport if you are unsure whether your practice already designated an administrator. (888) 656-5695 M-F 8:30- 5 pm EST

## **Step 2: Complete the Provider Website Access Request Form.**

- **Form looks similar to the site administrator form.**
- This electronic form **must** be completed by the site administrator.
- Can request multiple site users on one form.

# Completing the Site Administrator Form

## Step 1. Supervisor Information

- Fill out the Practice Name, Address and Tax ID.
- Type the First and Last name, email and phone number of the individual designating the administrator. **Do not put the administrator's information here.**

## Step 2. Web site Administrators

- Enter the person(s) chosen to be your site's administrator.
- Check Add for new administrators.
- Add a new row when adding more than one site administrator.

## Step 3. Electronic Signature

- The employee who completed Step 1– **not the administrator** - should type their name in the box labeled Supervisor Name.

Supervisor Name\*

## Step 4. Submit -allow 24 hours for processing.

- An email will be sent to the Administrator with a link for the form to request username and passwords.

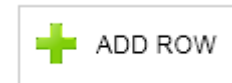
# Completing the Provider Website Access Request Form

## Step 1. Administrator Information

- Fill out the Practice Name, Address and Tax id.
- Enter the First and Last name, email and phone number of the Site Administrator. **Do not put anyone else's information here.**

## Step 2. Site Users

- Enter the person(s) who will be using MVP's Provider Portal (including the site administrator).
- Check Add for new users.
- Click Add Row if requesting more than one site user.



## Step 3. Electronic Signature

- The site administrator who completed Step 1 should type their name in the box labeled Administrator Name. **This must be the administrator.**

## Step 4. Submit -allow 3-5 business days for processing.

- Emails will be sent to the site user(s) with a username and a temporary password.

# Contact

For Technical Questions – Any issues you may be experiencing or help logging into your account,  
Call: E-Support at 1-888-656-5695

