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.
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.

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