

## **Login Help For New Users**

### ***What is an Administrator?***

New Provider Groups will be required to designate an administrator. The administrator is the person who is responsible for setting-up user accounts for the Provider Group and has the ability to assign user capabilities, as well as access times. The administrator will also be able to reset user passwords. As an administrator, you will be asked to supply your

- Tax ID
- Name, title, address and email

If you are the administrator in a billing office – or any setting where you will be working with multiple Tax ID numbers—your account will be a Billing Office Administrator account. This type of administrator is able to set-up user accounts for his Billing Office User Group. These users can be under different or multiple Tax ID numbers.

### ***What is a User?***

A user is someone within the Provider Group, or Billing Office Group, given access by the Administrator. The user's account is created by the administrator, and it can only be used by the person that it is created for. Each user must use their own account and cannot share accounts. If the user has a question about his account or access, he should first contact his Group administrator.

If you do not know your Group administrator, click “Contact Us” at the top of this screen.