Visit vnshealthplans.org/provider-portal/

Click Register

From the pop-up, click Continue

Select your role from the dropdown menu on the left. Roles are defined on the right.

On the next screen, enter all requested information.

- For Billing Agents and Admins: you must use a business email address to register.
- For Providers: you must enter your Tax ID, NPI, check or EFT number from VNS Health OR claim number from VNS Health ERA or Explanation of Payment.

Once you have entered your information and chosen a username and password, choose whether you would prefer your security code to be sent via email or text. Select Next.

- The confirmation text or email will contain a security code and instructions to help you log in. Check your SPAM or JUNK folder if you do not receive the email.
- You may now log in to your account. To protect your account, you will need to enter the security code sent to you by text or email at this time. This code will not be required again for 12 hours.
- Note: Billing Agents and Admins will not see data in the portal until you “add groups” (the providers you support) in the My Account section of the portal. See How to Add Groups for instructions.
From the portal Welcome screen, click **My Admin Account** on the left.

On the lower left side, find and click **Access Management**

This will reveal a new button on the right. Click **New Access Request**

In the popup, enter the **entity name**, **NPI**, and **TIN** for providers, groups, and/or facilities you manage.

**For groups**: Please note you can request access to a group if you manage all of the providers within that group, or an individual provider(s) if you manage the **practices** for that provider(s).

You can request access to multiple entity types by using the **New Access Request button** for each entity you need access to. It may take up to 3 business days to verify your information.

Be sure to click the **Submit New Requests For Approval button** when finished.