Provider Portal: Registering on the Portal – Trading Partners

A trading partner is an entity with whom an organization exchanges data electronically. Trading partners must be registered with Arkansas Medicaid. This means that the trading partner is submitting claims on behalf of the provider.

NOTE: You must first enroll for a trading partner ID before you can register. For more information, please refer to the Trading Partner ID Enrollment Job Aid.

If you upload or download files (billing company, vendor, clearing house), you need to register for the portal as a trading partner.

1. Go to the portal landing page.
2. Click Register Now.
3. Register as a **Trading Partner**. A trading partner is an entity with whom an organization exchanges data electronically.

4. Enter the **ZIP Code** and **TPartner Qualifier** (this is the trading partner ID that you received when you enrolled as a trading partner).

5. Click **Continue**.
6. Enter the following:
   - **User ID** (this is your login name that you will create)
   - **Password** (you will create)
   - **Confirm Password** (re-enter the password you created)
7. **Enter name of provider group or individual provider** (for example, ABC Provider Group or John Smith MD)

   Next, enter:
   - **Display Name, Phone Number, Email** and **Confirm Email**

   *Make sure this is an accurate email address. This email address will be used to send information concerning your registration.*
8. Next, select:
   - Personalized Site Key* and Passphrase**

*Site Key: Pick a picture that you will recognize when you verify your identity upon logging into the portal.

**Passphrase: Enter a word or phrase that you will recognize when you verify your identity upon logging into the portal.
9. Next, select the **Challenge Question**.

Select from the drop-down box a unique challenge question and provide an answer for each of the question groups.
10. You will receive a message stating that your registration has been accepted and that you will receive a verification email that contains a secure link needed to complete registration. If you do not see an email, check your spam or junk mail folder.

11. Check the email that you used to register
   - Once you receive your email, it will allow you to complete your final step for registration.
   - Click the link in the email.
   - Once you click the link, it will take you back to the portal and you will enter your password.
   - Click verify.

12. Confirmation mail
   You will receive another email with confirmation that you have registered successfully and your registration information. You will want to keep this email for your records.