ARMedicaid HEALTHCARE PORTAL

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.







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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.

Regi	stration Step 1 of 2 - Personal Information	
* Ir	ndicates a required field.	
Please	e provide the following information to get started!	
Ficos	e provide the following micrimation to get atorted:	
	Zip Code e	
	*TPartner Qualifier	
	Continue Cancel	





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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)

The User ID and Password cannot	a the same Decrement must be 8-20 characters in length. The Decrement can only contain letters, numbers, and creatial chara
Password must contain a minimum	of 1 number, 1 uppercase letter and 1 lowercase letter. Make sure your User ID and Password are something you can remer
that you keep it in a secure place.	
*User	D Check Availability
*Passwo	rd
*Confirm Passwo	rd
Please provide your contact inform	ation below.
*Display Nar	ne
Phone Number	θ
*Emai	θ
*Confirm Emai	θ
Please choose a personalized Site I	ey and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
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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.

Registr	ation Step 2 of 2 - Security	Information
* Indi	cates a required field.	
The Use Passwor that you	r ID and Password cannot be t d must contain a minimum of keep it in a secure place.	he same. Password must be 8-20 characters in length. The Password can only contain letters, numbers, and special characters 1 number, 1 uppercase letter and 1 lowercase letter. Make sure your User ID and Password are something you can remember
	*User ID *Password *Confirm Password	Check Availability
Please p	rovide your contact informatio	n below.
	*Display Name Phone Number 0	or individual provider (for
	*Email 0 *Confirm Email 0	example, ABC Provider Group or John Smith MD)
Please c	hoose a personalized Site Key	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
	* Site Key:	< Apple Oblight Obligh
	*Passphrase	
Please s	elect a unique challenge quest	ion and provide an answer for each of the question groups below.
	*Challenge Question #1	Select a Challenge Question
	*Answer to #1	
	*Challenge Question #2 *Answer to #2	Iselect a Challenge Question
	*Challenge Question #3	Select a Challenge Question







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- 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.

 Indicates a required field. 	
The User ID and Password cannot be t	he same. Password must be 8-20 characters in length. The Password can only contain letters, numbers, and special chara
Password must contain a minimum of	1 number, 1 uppercase letter and 1 lowercase letter. Make sure your User ID and Password are something you can reme
that you keep it in a secure place.	
*User ID	Check Availability
*Password	
*Confirm Password	
Please provide your contact informatio	n below.
*Display Name	
Phone Number O	
*Email 😣	
*Confirm Email 😝	
Please choose a personalized Site Key	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
Please choose a personalized Site Key * Site Key:	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
Please choose a personalized Site Key * Site Key:	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
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Please choose a personalized Site Key: * Site Key: *Passphrase Please select a unique challenge quest *Challenge Question #1	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
Please choose a personalized Site Key: * Site Key: *Passphrase Please select a unique challenge quest *Challenge Question #1 *Answer to #1	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
Please choose a personalized Site Key: * Site Key: *Passphrase Please select a unique challenge quest *Challenge Question #1 *Answer to #1 *Challenge Question #2	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
Please choose a personalized Site Key: * Site Key: *Passphrase Please select a unique challenge quest *Challenge Question #1 *Answer to #1 *Challenge Question #2 *Answer to #2	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
Please choose a personalized Site Key: * Site Key: *Passphrase Please select a unique challenge quest *Challenge Question #1 *Answer to #1 *Challenge Question #2 *Answer to #2 *Challenge Question #3	and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.







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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.

* Indi	ates a required field.
The Use	ID and Password cannot be the same. Password must be 8-20 characters in length. The Password can only contain letters, numbers, and specia
Passwor	must contain a minimum of 1 number, 1 uppercase letter and 1 lowercase letter. Make sure your User ID and Password are something you can
that you	keep k in a secure place.
	*User ID Check Availability
	*Password
	*Confirm Password
Please r	ovide your contact information below.
	*Display Name
	Phone Number 0
	*Email@
Please	cose a personalized Site Key and enter a passphrase that will be used to verify your identity upon logging into the Provider portal.
Please	• Site Key:
Please o	oose a personalized Site Key and enter a passphrase that will be used to verify your identity upon logging into the Provider portal. * Site Key: Apple Apple Balloon Balloon Baseball Baseball
Please o	• Site Key:
Please o	• Site Key:
Please of Please	• Site Key: • Site Key: • Apple • Balloon • Balloons • Baseball • Billiards • Passphrase
Please of Please	• Site Key: Image: Control Email 0 • Site Key: Image: Control Email 0 • Output Image: Control Email 0 • Site Key: Image: Control Email 0 • Output Image: Control Email 0 • Site Key: Image: Control Email 0 • Output Image: Control Email 0 • Passphrase Image: Control Email 0 Ilect a unique challenge question and provide an answer for each of the question groups below.
Please of	• Site Key: • Site Key: • Site Key: • Output • Output • Output • Passphrase • Output Itect a unique challenge question and provide an answer for each of the question groups below. • Challenge Question #1 Select a Challenge Question
Please of	• Comme Email @ cose a personalized Site Key and enter a passphrase that will be used to verify your identity upon logging into the Provider portal. • Site Key: • Site Key: • Opple • Balloon • Balloons • Balloons • Balloons • Passphrase Itelet a unique challenge question and provide an answer for each of the question groups below. • Challenge Question #1 Select a Challenge Question
Please o	• Comme Email @ cose a personalized Site Key and enter a passphrase that will be used to verify your identity upon logging into the Provider portal. • Site Key: • Site Key: • Opple • Balloon • Balloons • Balloons • Balloons • Passphrase Itect a unique challenge question and provide an answer for each of the question groups below. • Challenge Question #1 Select a Challenge Question • Challenge Question #2 Select a Challenge Question
Please o	• Comme Email @ cose a personalized Site Key and enter a passphrase that will be used to verify your identity upon logging into the Provider portal. • Site Key: • Site Key: • Opple • Balloon • Balloons • Balloons • Balloons • Passphrase • Passphrase • Challenge question and provide an answer for each of the question groups below. • Challenge Question #1 Select a Challenge Question • Challenge Question #2 • Challenge Question #2
Please o	• Comme Email @ cose a personalized Site Key and enter a passphrase that will be used to verify your identity upon logging into the Provider portal. • Site Key: • Site Key: • Opple • Balloon • Balloons • Balloons • Balloons • Passphrase • Passphrase • Challenge question and provide an answer for each of the question groups below. • Challenge Question #1 Select a Challenge Question • Challenge Question #2 • Challenge Question #3 Select a Challenge Question





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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 enteryour 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.







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