



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.

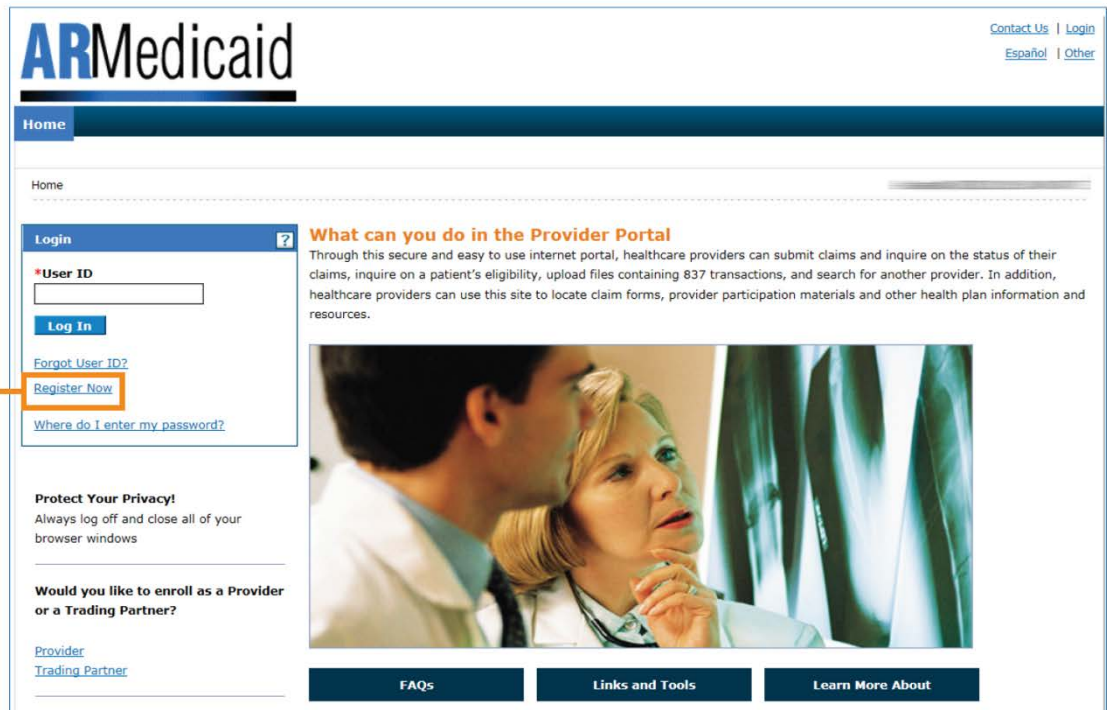
NOTE: You must first enroll for a trading partner ID before you can register. For more information, please refer to the **Trading Partner ID Enrollment Job Aid**.

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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For more information call **1-800-457-4454**



3. Register as a **Trading Partner**. A trading partner is an entity with whom an organization exchanges data electronically.

Registration

Select one of the following options that best describes your role.

Provider
An individual, state or local agency, corporate, or business entity that is enrolled in the Healthcare program as a provider of services.

Delegate
An individual designated by the Provider for the sole purpose of performing clerical functions and is responsible for ensuring patient privacy information accessed via this website is to be used only for legitimate business reasons.

Trading Partner
An entity with whom an organization exchanges data electronically. The trading partner may send or receive information 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**.

Registration Step 1 of 2 - Personal Information

* Indicates a required field.

Please provide the following information to get started!

Zip Code

*TPartner Qualifier

Continue **Cancel**



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)

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Registration Step 2 of 2 - Security Information

* Indicates a required field.

The User ID and Password cannot be the same. Password must be 8-20 characters in length. The Password can only contain letters, numbers, and special characters. The 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 remember and that you keep it in a secure place.

*User ID

*Password

*Confirm Password

Please provide your contact information below.

*Display Name

Phone Number

*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.

* Site Key:

<input checked="" type="radio"/> Apple	<input type="radio"/> Balloon	<input type="radio"/> Balloons	<input type="radio"/> Baseball	<input type="radio"/> Billiards

*Passphrase

Please select a unique challenge question and provide an answer for each of the question groups below.

*Challenge Question #1

*Answer to #1

*Challenge Question #2

*Answer to #2

*Challenge Question #3

*Answer to #3



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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.*

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Registration Step 2 of 2 - Security Information

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*User ID

*Password

*Confirm Password

Please provide your contact information below.

*Display Name

Phone Number

*Email

*Confirm Email

Enter name of provider group or individual provider (for example, ABC Provider Group or John Smith MD)

Please choose 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

Balloon

Balloons

Baseball

Billiards

*Passphrase

Please select a unique challenge question and provide an answer for each of the question groups below.

*Challenge Question #1

*Answer to #1

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*Answer to #2

*Challenge Question #3

*Answer to #3



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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.*

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Registration Step 2 of 2 - Security Information ?

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*User ID Check Availability

*Password

*Confirm Password

Please provide your contact information below.

*Display Name






Phone Number

*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.

* Site Key:

				
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*Passphrase

Please select a unique challenge question and provide an answer for each of the question groups below.

*Challenge Question #1

*Answer to #1

*Challenge Question #2

*Answer to #2

*Challenge Question #3

*Answer to #3

Submit Cancel



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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.

Registration Step 2 of 2 - Security Information

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*User ID

*Password

*Confirm Password

Please provide your contact information below.

*Display Name

Phone Number

*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.

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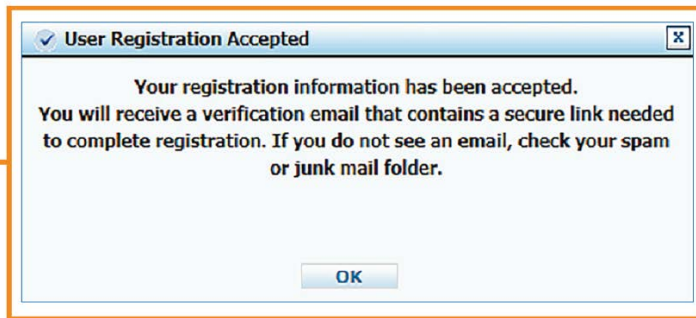
*Answer to #3

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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.

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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.