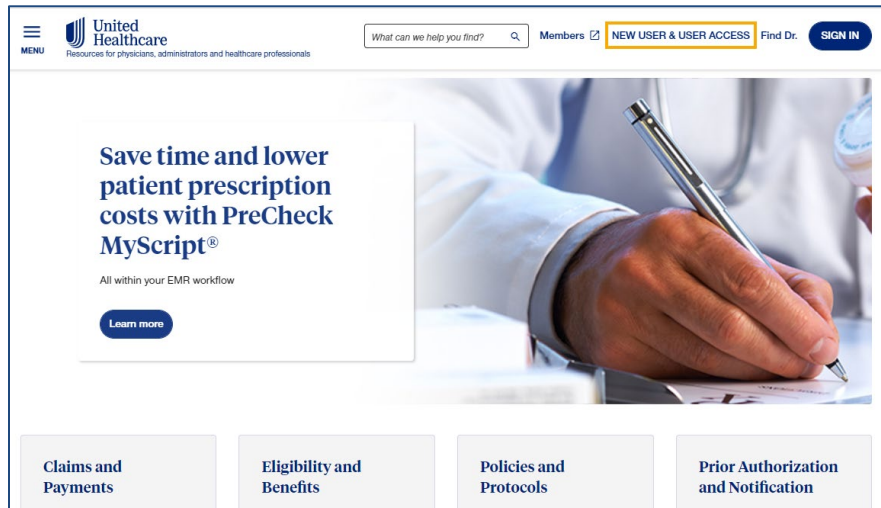


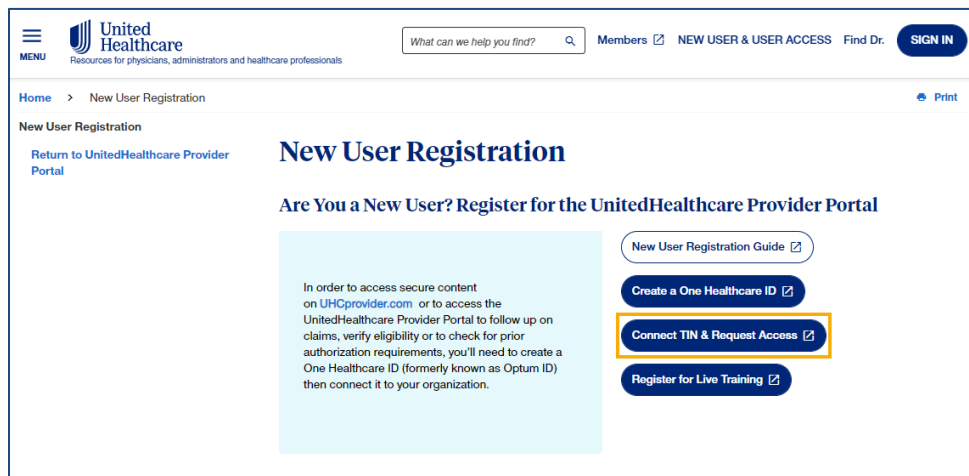
This shows how to identify the Password Owner of your organization and any ID administrators.

## Get Started

1. From [UHCprovider.com](https://UHCprovider.com), click **New User**



2. Select **Connect TIN**



3. Enter your One Healthcare ID and Password then **Sign In**. You may be prompted to login twice.



The screenshot shows the 'Sign In With Your One Healthcare ID' form. It has two input fields: 'One Healthcare ID or email address' and 'Password'. Below the password field is a 'Sign In' button. To the right of the form, there are three links: 'Create One Healthcare ID', 'Manage your One Healthcare ID', and 'What is One Healthcare ID?'. At the bottom of the form, there are two links: 'Forgot One Healthcare ID' and 'Forgot Password'.

## Identify Password Owner

4. Select the Account Type of the organization for which you need to identify the Password Owner/Primary Administrator. If you are a revenue cycle management company or business vendor requesting Multi-TIN Access, you may select Healthcare Provider to identify the Password Owner of your client's organization.

The screenshot shows the UnitedHealthcare 'Sign Up Now' page. The user is at the 'Become a Website User' step, specifically the 'Account Type' section. The question is 'What Account Type are you applying for?'. There are three radio button options: 'Healthcare Providers' (selected), 'Revenue Cycle Management / Billing Company', and 'Business Vendor'. Below the options are 'CANCEL' and 'CONTINUE' buttons. The 'CONTINUE' button is highlighted with a yellow box. The footer contains the text '© 2020 Optum, Inc. All rights reserved.'

5. Select **No** when prompted about a letter

The screenshot shows the UnitedHealthcare 'Sign Up Now' page. The user is at the 'Become a Website User' step, specifically the 'Security Code' section. The question is 'Are you a Password Owner with a security code?'. Below the question is a sub-question: 'When you register as a Password Owner, we will send you a letter with a security code. If you are not a Password Owner or did not receive a security code, choose No.' There are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a yellow box. The footer contains the text '© 2020 Optum, Inc. All rights reserved.'

6. Enter your **Tax ID Number** and **Search**

The screenshot shows the UnitedHealthcare 'Sign Up Now' page. The user is at the 'Look Up Your Organization' step, specifically the 'Tax ID Search' section. The instructions are: 'Enter in your Tax ID without dashes. If you work for a billing organization, please enter in the Tax ID of your billing organization, not the physician you are billing for. If you are a practice or facility that would like access to the web site on behalf of multiple tax IDs, please complete this process for one of your tax IDs, then go to Link Security and select Multi-TIN Access for information on how to link multiple Tax IDs to one login.' Below the instructions is a legend: '\* Indicates Required Field' and '\*Tax ID Search:'. There is a text input field for the Tax ID and a 'SEARCH' button. Both the input field and the 'SEARCH' button are highlighted with a yellow box. The footer contains the text '© 2020 Optum, Inc. All rights reserved.'

7. Identify your Password Owner at the top of the page as well as first among the list of administrators

If the Password Owner of your organization has left or you need to establish a new Password Owner, you'll need to call UnitedHealthcare Web Support for assistance at 866-842-3278, option 1.

Additional **Help Resources** are available at [UHCprovider.com/portal](https://UHCprovider.com/portal).