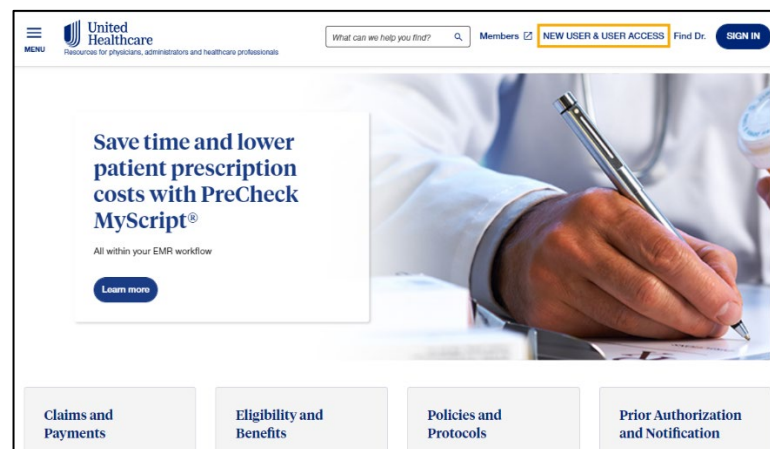


Access [UHCprovider.com](https://UHCprovider.com) to begin the self registration process for UnitedHealthcare Provider Portal (replacing Link). We strongly encourage each individual in your organization to have their own One Healthcare ID (formerly Optum ID). Administrative type users can manage individual access, further define user permissions and protect the safety and security of your organization's information by using Link Security located on the Link dashboard. Link Security is available for Password Owners and ID administrators only.

#### Step 1: Create your One Healthcare ID

Note: If you already have an existing One Healthcare ID, please skip to Step 2 and connect it to your organization

- a) From [UHCprovider.com](https://UHCprovider.com), select New User
- b) Click Create a One Healthcare ID, then choose Create a One Healthcare ID
- c) Enter your Name and Email Address, then create a One Healthcare ID and Password
- d) Follow the prompts for creating security questions, Terms of Use and Website Privacy Policy
- e) From your confirmation email, click Activate my One Healthcare ID.
- f) You may be asked to sign in again and agree to share your One Healthcare ID with the dashboard.



**Step 2: Connect your One Healthcare ID to your organization**

Note: The Password Owner will manage users and have full access to all functions of the website, including managing Paperless Delivery Options and requesting/approving Multi-TIN access. There can only be one Password Owner for each organization.

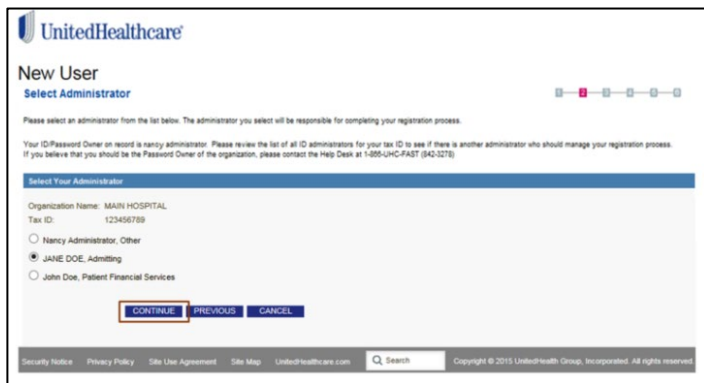
Select the account type you applying for. Choose Healthcare Provider, Revenue Cycle Management/Billing Company or Business Vendor. Hover over each selection for a full description.

Answer: Are you a Password Owner and did you receive a letter, via U.S. mail, that included a security code?

- a. Answer NO if you are a new user or new Password Owner and did not receive a security code letter in the mail. → Select the appropriate path from the chart below.
- b. Answer YES only if you are a new Password Owner AND have received a registration letter with a security code in the mail.

If you answered NO above, follow one of two paths below to continue. Not sure which path to follow? Enter your Tax ID and click search in step 1. below

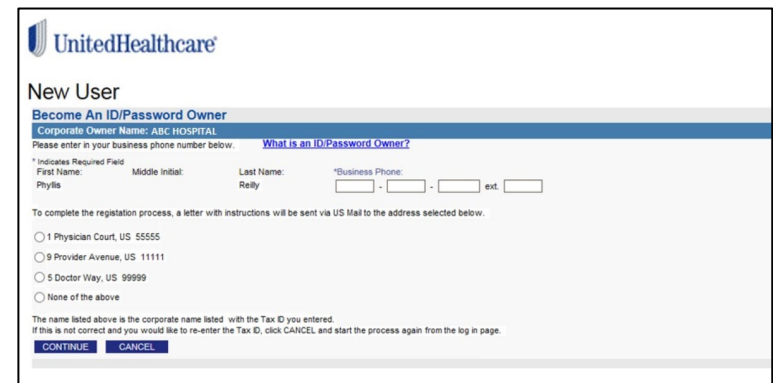
If your organization is already registered, once you enter your Tax ID, you will be prompted to select an administrator to approve your access. If your organization is not using the portal, once the Tax ID is entered, you will be prompted to complete your registration and you will automatically become the Password Owner.



← Organization registered

OR

Organization not registered →



Note: If you are a business vendor or revenue cycle management company (RCM) and would like access, you would continue here by entering the Tax ID number of your organization, not the provider's Tax ID number. Go to the [Portal Registration for Revenue Cycle Management Company quick reference](#) for full instructions on requesting access to your provider's Tax ID using Multi-TIN Access.

Your organization is registered and you would like to become a new individual user (User Self-Registration)

1. Enter your organization's Tax ID number (without dashes) and click Search.
2. Select an Administrator and click the Continue button. This person will be responsible for approving and completing your registration.
3. Enter the User/New Account Information and click the Continue button.
4. Review the information you have entered and click the Submit button.
5. The confirmation displays. An email will be sent to the Administrator you selected. The Administrator will review the request and complete the registration process. An email notification will be sent to you when your registration has been approved.

Your organization is not using the portal and would like access

1. Enter your organization's Tax ID number (without dashes) and click Search.
2. Enter your Business Phone Number. (This makes you the password owner and gives you the ability to add and edit users.)
3. Select a mailing address to have a Security Code mailed to you or choose None of the above for further instructions.
4. Once the letter is received, the Password Owner will respond YES to the question above. Instructions on how to complete registration follow below.

Step 3: Access Approved by Password Owner or ID Administrator: Your organization is not registered and would like access  
(continued)

Note: Each organization has designated individuals to verify your access. They determine what access you should be granted.

Note: Response would now be YES: I am a Password Owner and I have received a reigstration letter, via U.S. mail, that includes a Security Code

Need help accessing certain functions? If you are unable to access specific functions on the portal using your Tax ID connected One Healthcare ID login, please contact your organization’s practice administrator – they are the only ones able to manage and make changes to account access.

**Administrator adds a new user**

There is an option for an administrator to add new users. This can be done in Link Security. Please refer to Link Security:

[Administrators - Add New User\(s\) Quick Reference Guide.](#) Link Security is only available to Password Owners and ID Administrators.



1. Enter your 12 character security code from the letter you received and the Tax ID you entered when you began the registration process. Click Enter.
2. Select a Department from the drop-down box. (If Other is selected, enter the department name in the space provided.)
3. Select a Title from the drop-down boxes and an Employer.
4. Enter your Business Email, Address, City, State and Zip Code.
5. Enter your Business Phone Number
6. Click the Save button.
7. Review and Agree to the Site Use Agreement.
8. You will be taken to our secure portal. As the Password Owner, you will be able to access Link Security to manage access and profiles for your entire organization.

Note: Your Password Owner or ID Administrator will determine what access you should be granted in Link Security when they designate your functional role and access profile. You will get a confirmation email when your access is fully approved.

Note: To access multiple tax IDs, complete this process for one Tax ID, then go to Link Security > Multi-TIN Access to tie multiple Tax IDs to one login. Go to [Link Security Resource Page](#) for the [Multi-TIN Access quick reference](#).