

# OneHealthPort

## How to Register for OneHealthPort Online

- Go to <http://www.onehealthport.com> and click on “How to Register” for more information.
- Or, if you are the designated OneHealthPort administrator from your organization, go directly to <http://www.onehealthport.com/register/index.php> to begin the registration process for your organization.

### **Overview of the online registration process:**

- First, each organization must designate a OneHealthPort administrator. This is the person who will complete the registration process, and must be someone who is authorized to agree to the terms and conditions of enrolling in OneHealthPort. There must be one primary administrator for each organization.
- Second, the OneHealthPort administrator will register your organization by going to <http://www.onehealthport.com/register/index.php>. As part of the registration process, the administrator will also register him or herself as a subscriber (all administrators are also subscribers). Once your OneHealthPort administrator is registered, he or she can nominate other individuals in your organization to receive OneHealthPort credentials.
- During registration, the OneHealthPort administrator will go through the following steps:
  - **Create Profiles** - you will be asked to provide basic information about yourself and your organization.
  - **Sign Agreements** - you will view terms and conditions for you and your organization to become enrolled with OneHealthPort and agree to them online.
  - **Verify Identity** - you will choose a method to allow OneHealthPort to verify your identity either online or offline, and provide the necessary information.
  - **Confirm Registration** - you will receive confirmation that you have been registered, and you will create your OneHealthPort password.

Once these steps have been completed, the administrator will receive notification from OneHealthPort within 72 hours that your organization and individual credential have been activated.

### **Accessing participating sites:**

Once you are a registered OneHealthPort subscriber, you may use your OneHealthPort credential to access participating sites by:

- going directly to the site you wish to access, where you will be asked for your OneHealthPort credential.
- going to [http://www.onehealthport.com/use\\_ohp/index.php](http://www.onehealthport.com/use_ohp/index.php) or going to <http://www.onehealthport.com> and clicking on the site you wish to access. You will be asked for your OneHealthPort credential at the participating site.

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## Getting Started with OneHealthPort

*Everything you need as a registered OneHealthPort subscriber and OneHealthPort administrator can be found on our site at <http://onehealthport.com> in the “Use OneHealthPort” section.*

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### **Administering your accounts:**

As the administrator, you may administer your organization’s OneHealthPort account by:

- going to <https://saml.onehealthport.com/TACS-AG/adminLogin.do> or
- going to <http://www.onehealthport.com> and clicking “Use OneHealthPort” then “Administrator Account” on the left hand navigation

You are also an individual subscriber. You may administer your personal OneHealthPort account by:

- going to <https://saml.onehealthport.com/TACS-AG/subscriberLogin.do> or
- going to <http://www.onehealthport.com> and clicking “Use OneHealthPort” then “Subscriber Account” on the left hand navigation