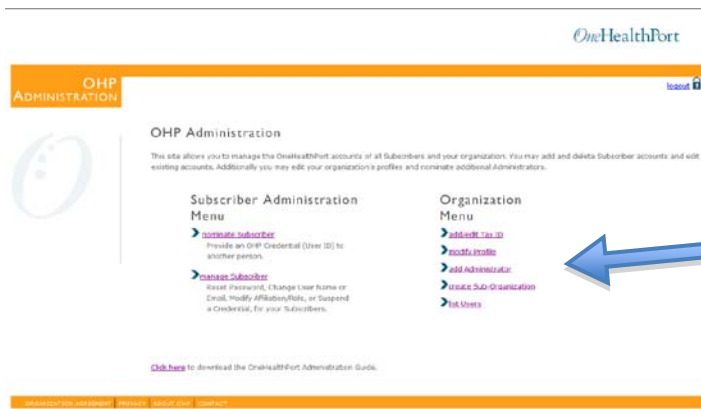


ProviderSource™ Set Up: A Step-By-Step Guide

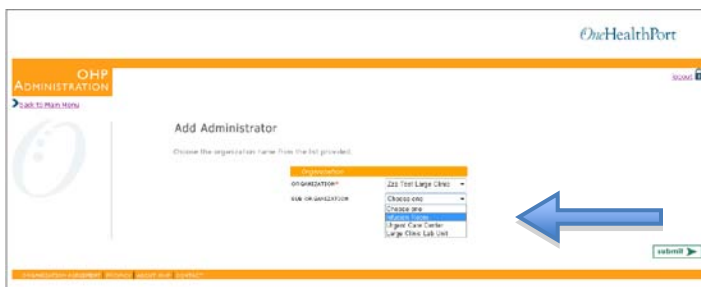
Before you can use ProviderSource to manage your provider data used for credentialing and privileging, follow this guide to set up each credentialed provider or practitioner in your organization. **The steps in this guide must be completed before you can use ProviderSource™ to manage your provider data.**

1. Current OneHealthPort Administrator Designates Administrator(s) for Credentialing & Privileging

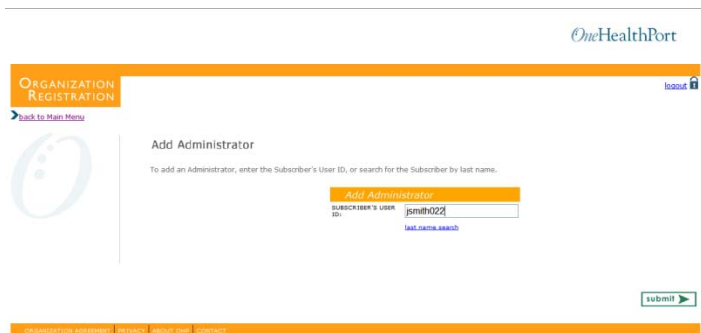
Each organization that uses OneHealthPort already has one or several administrators. If your organization's OneHealthPort administrators are not the people who manage credentialing and privileging data, you will need to add these staff as administrators in order for them to access the Account Manager function in the ProviderSource application. Only staff with an OHP administrator role will have access to Account Manager which provides management rights to all practitioner data for your organization.



Log on as administrator in “Manage Your Account” and select “Add Administrator”.



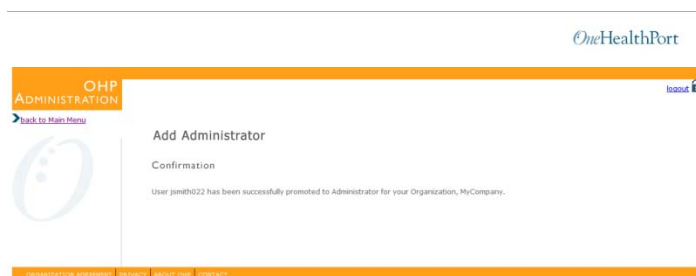
Pick the desired organization from the drop down and hit submit. Enter the subscriber name for promotion to administrator. You can see a list of active users with the “user list” function or use the search tool to find the subscriber you wish to upgrade with administrative privileges.



ProviderSource™ Set Up: A Step-By-Step Guide



The requested subscriber account will come up on the screen for you to confirm. If you have chosen the correct subscriber, select “promote user to administrator”.



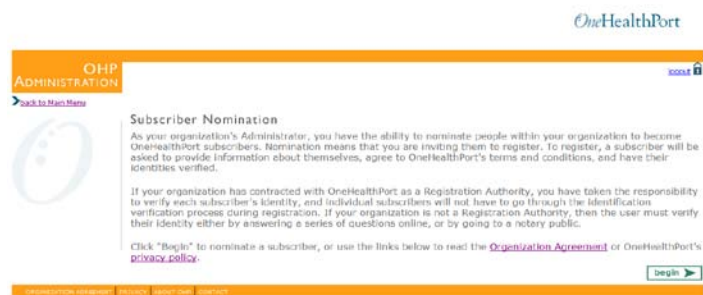
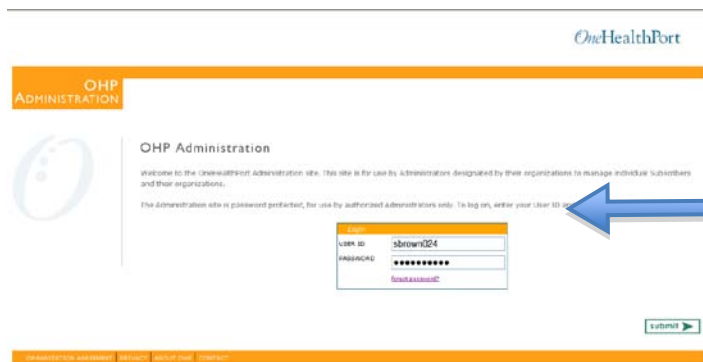
You will receive a confirmation screen.

Note: A person must already be an active OneHealthPort subscriber in order to be granted administrator rights for your organization. If the people in your organization who are responsible for managing credentialing and privileging are not current subscribers, first nominate them as a subscriber and have them complete registration and activate a OneHealthPort credential. You can then follow the steps above to promote them to administrator.

ProviderSource™ Set Up: A Step-By-Step Guide

2. OneHealthPort Administrator for Your Organization Nominates Each Provider / Practitioner Who Will Be Credentialed as a Subscriber

Each provider or practitioner must have a unique OneHealthPort user name and password assigned with “Browser Second Factor” security activated in order for the administrators to upload documents and fill out credentialing information, and in order for providers to attest to their credentialing or privileging submissions. **Any OneHealthPort administrator in your organization can nominate providers to become OneHealthPort subscribers. Only OneHealthPort user accounts with the Licensed practitioner role will be displayed in the Account Manager function of the ProviderSource application.**



ProviderSource™ Set Up: A Step-By-Step Guide

OHP ADMINISTRATION

Subscriber Nomination (cont.)

To nominate a subscriber, fill in the information below, either by typing in the field or using the drop-down menus. Fields marked with an * are required.

Subscriber Information

NAME*	John S. Smith
EMAIL*	ksmith@onehealthport.com
confirm EMAIL*	ksmith@onehealthport.com
ROLE*	Licensed practitioner
AFFILIATION*	MyCompany

By nominating this person in your organization, you invite them to register as a OneHealthPort subscriber. They will receive an email prompting them to complete the registration process.

Submit

Enter information on the provider including full name, email address, role and affiliation. Use an email address that will go to a person who will help the provider complete registration. Select the “Licensed practitioner” role for new users you want to appear in the ProviderSource account manager function.

OHP ADMINISTRATION

Subscriber Nomination (cont.)

Confirmation

Please check the information below to ensure that it is correct. If the information is not correct, please click on back to edit the information.

Subscriber Information

NAME*	John S. Smith
EMAIL*	ksmith@onehealthport.com
confirm EMAIL*	ksmith@onehealthport.com
ROLE*	Licensed practitioner
AFFILIATION*	MyCompany

By nominating this person in your organization, you invite them to register as a OneHealthPort subscriber. They will receive an email prompting them to complete the registration process.

Next

You will be prompted to confirm the nomination information. If any of the information is incorrect, you can edit. Then click “Next” to proceed.

OHP ADMINISTRATION

Subscriber Nomination

Confirmation

To activate the credential, you must deliver the Activation Code listed below to the Subscriber, John S. Smith.

Subscriber Information

USER ID	jsmith022
ACTIVATION CODE	853402

An automatic email has been sent to the Subscriber, providing the User ID and web site link (URL) needed to complete registration. You should make certain that the activation code is received only by this Subscriber.

Next

You will then see confirmation of successful nomination. **It is very important to note the activation code on this screen.** It is needed to complete registration, but will not be viewable after this screen is closed. Print a copy to give to the person activating the new account.

At this time, an email will automatically be sent to the email address you provided, with the subscriber ID and a link to complete registration. You will need to provide the activation code separately.

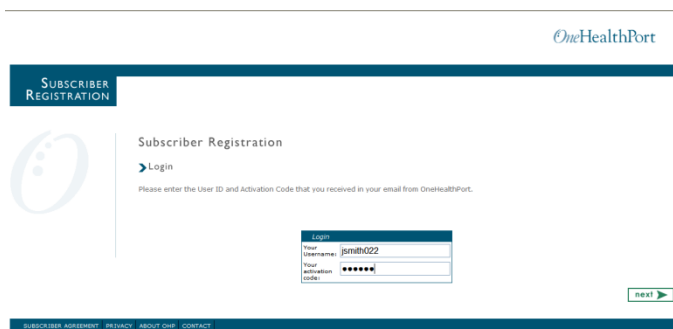
Note: The activation code is a one-time only code. It is valid for 30 days after creation; however, once the registration process has been completed and the subscriber has finished the last step of creating their password, the activation code will no longer be valid.

ProviderSource™ Set Up: A Step-By-Step Guide

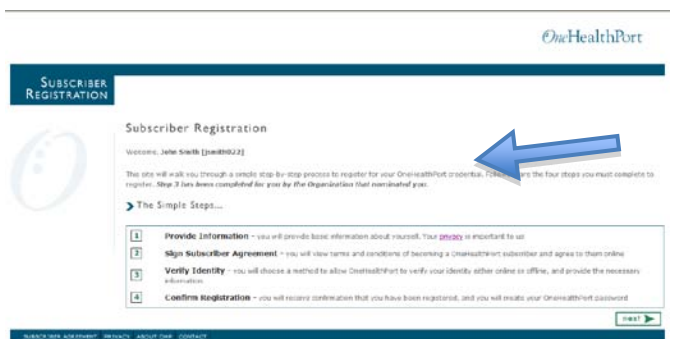
3. Assist Providers / Practitioners in Registering as a Subscriber

Administrators may need to assist providers with account set up and activation. For this phase of the registration process, you will need to provide accurate information for the credentialed provider, as the Legal Name and Date of Birth data will be used as part of the ProviderSource™ practitioner record. The information requested includes full name, business contact information, date of birth, and gender. You will also need to assign “secret questions” as part of the Browser Second Factor setup.

An email with instructions for registration will be sent to the provider or practitioner (or to the email address assigned to them during nomination). The email will provide the subscriber ID, a link to Subscriber Registration and the nominating administrator’s name and contact information. To complete registration, the person assisting the provider will need the activation code from the administrator. Click on the link in the email, and begin the steps below:



Enter the subscriber’s subscriber ID (in the invitation email) and activation code (provided by the administrator) and click “Next”.



View the overview of registration and click “Next”.

ProviderSource™ Set Up: A Step-By-Step Guide

OneHealthPort

SUBSCRIBER REGISTRATION

1 2 3 4

1 Provide Information

Fill in the information below. Fields marked with an "*" are required.

YOUR NAME*	John J Smith
JOB TITLE*	Practitioner
EMAIL*	js@onehealthport.com
On-line EMAIL*	JKilmer@onehealthport.com
BUSINESS ADDRESS (line 1)*	2003 Western Avenue
BUSINESS ADDRESS (line 2)	Suite 600
CITY*	Seattle
STATE*	WA
ZIP*	98121
BUSINESS PHONE*	206 624 3128
GENDER*	M
DOB (mm/dd/yyyy)*	09 12 1972

back next

SUBSCRIBER AGREEMENT | PRACTICE | ABOUT ONE | CONTACT

Enter business contact information, date of birth and gender then click "Next". You will see a screen to review your information, click "edit" to make changes and "Next" to continue. Name and Date of Birth are essential to matching the records and finding license and other credentialing data about the practitioner.

OneHealthPort

SUBSCRIBER REGISTRATION

1 2 3 4

2 Sign Subscriber Agreement

By clicking on "Accept," you agree that:

- YOU WILL PROVIDE CURRENT, ACCURATE AND TRUTHFUL IDENTIFYING INFORMATION ABOUT YOURSELF, AND ALLOW OneHealthPort TO VERIFY IT;
- YOU WILL KEEP YOUR ONEHEALTHPORT CREDENTIALS SECURE AND PROTECT IT FROM DISCLOSURE TO OTHERS;
- YOU WILL USE YOUR ONEHEALTHPORT CREDENTIALS ONLY IN CONNECTION WITH AUTHORIZED USES AND PURPOSES WITHIN THE ONEHEALTHPORT SYSTEM;
- YOU WILL NOTIFY ONEHEALTHPORT AND REQUEST REVOCATION OF YOUR ONEHEALTHPORT CREDENTIALS IF YOU EVER SUSPECT THAT ITS SECURITY MAY HAVE BEEN COMPROMISED;
- ONEHEALTHPORT SHALL NOT BE HELD LIABLE UNDER ANY CIRCUMSTANCES EXCEPT FOR ITS OWN GROSS NEGLIGENCE, WILLFUL OR INTENTIONAL MISCONDUCT, OR FRAUD; AND
- ANY REQUESTS ARISING OUT OF THIS AGREEMENT WILL BE HANDLED THROUGH ALTERNATIVE DISPUTE RESOLUTION AND NOT BY A JUDGE, JURY OR COURT.

decline accept

SUBSCRIBER AGREEMENT | PRACTICE | ABOUT ONE | CONTACT

Review the Subscriber Registration Acknowledgement and accept to continue.

ProviderSource™ Set Up: A Step-By-Step Guide

OneHealthPort

SUBSCRIBER ADMINISTRATION

Change Password or Secret Question

To change your password, please type a new password below. Please choose a password that:

- Contains at least 8 (eight) characters
- Contains at least 3 (three) upper and lower case character
- Contains at least one number
- Doesn't contain your first or last name or subscriber ID
- Doesn't contain characters that repeat more than two consecutive times
- Doesn't contain common words such as "password"

THEN IN A VERY IMPORTANT STEP Please be selective about what you choose and make sure you **remember your password**. The will be used to log into the OneHealthPort User ID to log into OHP member sites.

For your added convenience, we have added an optional secret question/answers feature that you may use to reset your password should you forget it. Please review our [secret questions FAQ](#) before using this optional feature.

Change Password	Secret Qs
USER ID	
OLD PASSWORD	
NEW PASSWORD	
CONFIRM NEW PASSWORD	
SECRET QUESTION #1	Choose one
SECRET QUESTION #1 ANSWER	
SECRET QUESTION #2	Choose one
SECRET QUESTION #2 ANSWER	
SECRET QUESTION #3	Choose one
SECRET QUESTION #3 ANSWER	

Submit

Create a OneHealthPort password, then choose 3 secret questions and provide answers to the questions. These questions are needed to setup and use the Browser Second Factor for ProviderSource digital signatures and attestations.

OneHealthPort

SUBSCRIBER REGISTRATION

Thank you!

Thank you for registering as a OneHealthPort subscriber. You may now use your OneHealthPort User ID and password to [access participating local health care sites](#).

You may manage your OneHealthPort account at the OneHealthPort Subscriber Administration site. More information is also available about OneHealthPort at www.onehealthport.com.

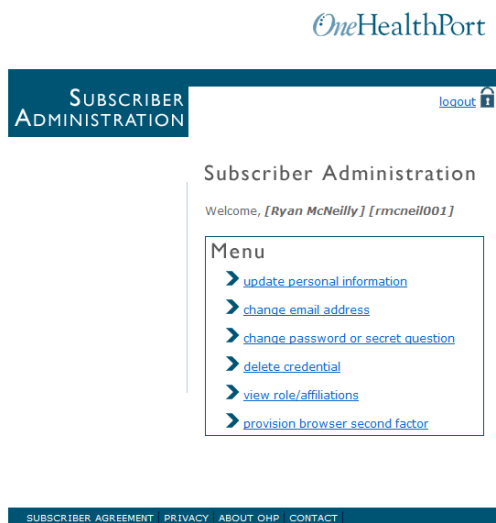
SUBSCRIBER AGREEMENT | PRIVACY | ABOUT OHP | CONTACT

You will receive confirmation of successful password / secret question creation. This completes the registration process. The subscriber may immediately use the subscriber ID and password to access any OneHealthPort service or site.

ProviderSource™ Set Up: A Step-By-Step Guide

4. Last Step! Activate Additional “Browser Second Factor” Security

For added security for sensitive provider information, a final step is required to apply “Browser Second Factor” security for ProviderSource™ digital signature attestation of the practitioner record. This online security feature provides additional protection to the provider’s login similar to most online banking sites. Browser Second Factor works with an existing OneHealthPort login and password to recognize both the computer and the login to protect against unauthorized access. Once the new practitioner has an active OneHealthPort login, with a password and secret questions set, they must login and follow these last steps.



Go to “Manage Your Account” then “Subscriber Account”. Select “Provision a Browser Second Factor” from the menu and follow setup instructions.



Answer the two challenge Secret Questions set up in the previous steps. Select the cookie or certificate option that best fits the computer you are installing the security on. (Cookies are the preferred choice). If this is the computer the practitioner uses, select Permanent Cookie to reduce secret question challenges. Click “submit” and the cookie or certificate will be installed. You will receive a confirmation screen.

This ends the set up. The practitioner is now ready to use the ProviderSource application.

Note: Certificates may require administrator privileges on your PC and require extra steps to install.