



## How to Register for OneHealthPort Online

### Pre-Requirements:

OneHealthPort communicates and approves registrations through email. Please make sure your email will accept emails from [norepy@onehealthport.com](mailto:norepy@onehealthport.com) by adding this email address to your "safe" list. Please check this link for instructions on how to add an email address to your safe list: <http://support2.constantcontact.com/articles/FAQ/2753>

### Overview of the online registration process:

1. Each organization must designate an 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 administrator for each organization during registration; additional administrators can be added by the first administrator once the organization registration is confirmed.
2. The OneHealthPort administrator will register your organization by going to <http://www.onehealthport.com/content/registration-overview> 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.
3. 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. The profile for the organization includes collection of National Practitioner Identifiers (NPI) and Tax ID Numbers (TIN) registered to that organization. TIN information is shared with each website accepting the Single Sign-On in order for the site to determine what the user can see and do. The TIN is also shared in reports and other business process and is treated as business data for the organization not Personally Identifiable Information (PII). While your Social Security Number (SSN) is considered PII when reported as an SSN, it may not be treated as PII when reported as your TIN. The OneHealthPort Security Service strongly recommends use of a registered Tax ID to reduce the risk of identity theft for individual identities.
  - ✓ *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* - OneHealthPort to verify your identity online by asking you 3-5 personal questions. The Subscriber will be asked a series of questions related to information about them in the third party database. For example, based on public property records the Subscriber might be asked multiple choice questions about places they have lived. **Please note, OneHealthPort does not see, collect or store any of the information the Subscriber enters or any of the information in the third party database. This information is only accessible to the independent third party database organization.** If the Subscriber identity is successfully verified the Subscriber will continue with the online registration process.
  - ✓ *Confirm Registration* - Once these steps have been completed, the administrator will receive notification from OneHealthPort within 72 hours that your organization and individual credential have been approved. Including a link and a one-time use Activation Code for you to create your individual OneHealthPort password. Please note, the administrator will not be able to use OneHealthPort until the password process is completed.
  - ✓ *Setup Your Secret Questions and Answers* – each administrator and subscriber will be required to select at least three secret questions and provide their answers for password self-resets as well as other security challenges required by some services.