

✔ OneHealthPort SSO Registration Quick Checklist

Use this checklist to ensure you have everything ready **before starting your registration at onehealthport.com/sso/register-your-organization**.

Step 1: Choose an Administrator

Each organization must designate a **OneHealthPort Administrator** — the person responsible for completing the registration and managing your organization's account.

Administrator Requirements

The Administrator must:

- Be authorized to agree to the terms and conditions of enrollment
- Manage user access (add/remove users, reset passwords)
- Maintain organization information, including Tax IDs and locations

[View Full Administrator Responsibilities](#)

Step 2: Gather Organization Information

Have these items ready — we will verify this information against your **Business License**, or **NPPES** records:

- ☐ Legal Business Name
- ☐ DBA / Trade Name (if applicable)
- ☐ Mailing address
- ☐ Organization phone number
- ☐ NPI (Type 2 = facility/clinic, Type 1 = individual provider)
- ☐ Tax ID or EIN

💡 **Tip:** Your W-9 and Business License usually include most of this information.

Step 3: Gather Subscriber (User) Information

Each user must provide:

- ☐ First & last name (*must match legal ID*)
- ☐ Year of birth (YYYY)
- ☐ Professional email (*unique; includes first & last name or initials*)

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- ☐ Job title
 - ☐ Physical business address
 - ☐ Work phone number
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Step 4: Complete Verification Steps

After providing your registration information:

- ☐ Confirm your **primary contact email** using the activation code sent to you
 - ☐ Complete the **LexisNexis identity verification**
 - You'll provide the **last four digits of your SSN**
 - Questions and answers are **not stored** in your profile
 - ☐ If your identity cannot be verified, complete and return a **Notary Verification Form** to OneHealthPort
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Next Steps

Once you've completed identity verification and submitted your registration, you'll receive a **confirmation email**.

Please allow **up to 72 business hours** for your registration to be processed. You will then receive your **username and temporary password**, or a notification if your registration cannot be approved or additional information is needed.

Need Help?

Check your registration email for support links or contact [OneHealthPort Customer Support](#).