

How to Register for Availity

If you're the first person to register for Availity at your organization, you'll become the admin. As an admin, you'll manage how everyone in your organization uses the Availity Web Portal. For example, you can set passwords, add or remove users, and more. To find out about your role and onboarding your organization, check out this [quick reference guide](#). If you have any questions, feel free to contact Availity Client Services at 1.800.AVAILITY (282.4548).

1. <https://www.availity.com/>
2. Click orange 'Register' button in top right corner



3. Click blue 'Providers' button – then 'Register'



4. Select the appropriate answer. If your agency has never registered for Availity, select "No, I am new to Availity." If you have registered previously, select "Yes, I have an Availity User ID." If you have registered previously, but can't remember what your User ID is, please contact Wellpoint FCS team or Availity for assistance. Check the box that you agree to the Availity's agreement. Click 'Sign Up'

Do you have an Availity User ID?

- No, I am **New** to Availity.
- Yes, I have an Availity User ID.

I agree to be one of the administrators for this account, and I have the organization's authority to, and do, accept [Availity's Organization Agreement](#).

5. Complete the 'About Me' section and click 'Next'

MY REGISTRATION IS

9%

Complete

What's Next? **Secure My Account**

Reduce your administrative costs.
Better information.
Better insights.
Better outcomes.

About Me

Set up my account
I already have an Availity account.

First Name

Last Name

My Phone Number Type

What do you do the most?

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6. Continue completing 'About Me' section. Enter your email address and create a User ID for your new Availity account. Click 'Next'

MY REGISTRATION IS

18%

Complete

What's Next? **About the Organization**

About Me

Secure my account

Email Address
Email is required

User ID
Enter a valid alphanumeric ID from 6 to 15 characters in length

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7. Complete 'Organization Information'. Enter your organization's Tax ID (TIN) and NPI. Click 'Next'

MY REGISTRATION IS

27%

Complete

What's Next? **Organization Setup**

Availity provides better access to real-time information.
Having up-to-date information on patient demographics and insurance coverage helps prevent some of the more common causes of denied claims.

Organization Information

Organization's Tax ID
Organization's TIN EIN

Organization's NPI
If you have an individual (entity type 1) and organization (entity type 2) NPI, use the organization's NPI.

National Provider Identifier (NPI)

Enter a valid National Provider Identifier (NPI) containing 10 numeric digits and beginning with a 1, 2, 3, or 4

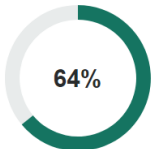
This organization is not required to have an NPI

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What's an NPI?
An NPI is a 10-digit numeric identifier that will not change, even if your name, address, taxonomy or other info changes.
All HIPAA covered providers or healthcare providers and suppliers who bill Medicare are required to have an NPI.

8. Answer the three security questions.
9. Continue completing 'Organization Information'. *Reminder: you'll need to enter the primary taxonomy specific to FCS and associated with your NPI (some examples include: Case Management - 251B00000X, Case Manager/Care Coordinator - 171M00000X, Community/Behavioral Health - 251S00000X). If you can't remember what your taxonomy is, you can look it up on the NPI Registry: <https://npiregistry.cms.hhs.gov/>. Click 'Next'*

MY REGISTRATION IS



64%

Complete

What's Next? **Recent Check Verification**

Optimize your revenue cycle with Availity.
We know how to streamline critical workflows to help you improve collections from both patients and payers.

Organization Information

Organization Setup

Organization Name
Enter the name of the company you work for. Providing a service on behalf of a provider?

Jacob Wilding Avery

Organization Phone Number
() - - ext.

Organization's Physical Address

Street Address
4258 HAWK ST

City State ZIP / Postal Code
SAN DIEGO CA 921031357

Billing and physical address are the same.

Taxonomy and Specialty

Primary Specialty/Taxonomy
1041C0700X Behavioral Health & Social Service Providers - Social Worker - Clinical

Additional Specialties/Taxonomies (Optional)
Select...

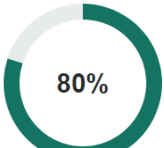
It's okay to select more than one.

Payers' Regions

This organization is contracted in the following states:
California

10. Continue completing 'Organization Information'. *Note: we suggest you say 'Yes, this organization will need an Availity Secure File Transfer Protocol (SFTP) mailbox' unless you know this isn't something you need. Click 'Next'*

MY REGISTRATION IS



80%

Complete

What's Next? **Confirmation**

Optimize your revenue cycle with Availity.
We know how to streamline critical workflows to help you improve collections from both patients and payers.

Organization Information

Do you have a recent check or EFT from any of these payers?
The check must be issued between 11/18/2017 and 05/17/2018

Payer
(Don't have a check? Select "None of these".)

Select one...

Please select a payer from the drop-down or select "None of these".

Will your organization need to exchange batches of EDI files directly from your system to health plans using Availity's SFTP?

Yes, this organization will need an **Availity Secure File Transfer Protocol (SFTP)** mailbox.

No, not at this time.

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11. Confirm your information is correct

12. You'll receive a customer ID

13. You'll be sent a confirmation

14. Congratulations – you're done!