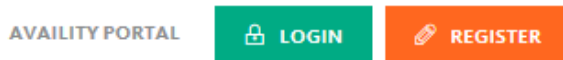


## How to Register for Availity

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'

The screenshot shows the 'About Me' registration step. On the left, a progress indicator shows 'MY REGISTRATION IS 9% Complete'. Below it, a button says 'What's Next? Secure My Account'. A box highlights 'Reduce your administrative costs.' with benefits: 'Better information.', 'Better insights.', and 'Better outcomes.' The main form area is titled 'About Me' and contains the following fields: 'Set up my account' with a link 'I already have an Availity account.'; 'First Name' (text input); 'Last Name' (text input); 'My Phone Number' (text input with format ( ) - - ext. ) and 'Type' (dropdown menu); and 'What do you do the most?' (dropdown menu). At the bottom are 'Back' and 'Next' buttons.

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

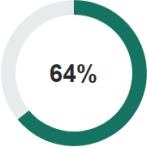
The screenshot shows the 'About Me' registration step at 18% completion. The progress indicator on the left shows 'MY REGISTRATION IS 18% Complete' and the next step is 'What's Next? About the Organization'. The main form area is titled 'About Me' and contains the following fields: 'Secure my account' with a link 'I already have an Availity account.'; 'Email Address' (text input with a red error message 'Email is required'); and 'User ID' (text input with a red error message 'Enter a valid alphanumeric ID from 6 to 15 characters in length'). At the bottom are 'Back' and 'Next' buttons.

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

The screenshot shows the 'Organization Information' registration step at 27% completion. The progress indicator on the left shows 'MY REGISTRATION IS 27% Complete' and the next step is 'What's Next? Organization Setup'. A box highlights 'Availity provides better access to real-time information.' with text: 'Having up-to-date information on patient demographics and insurance coverage helps prevent some of the more common causes of denied claims.' The main form area is titled 'Organization Information' and contains the following fields: 'Organization's Tax ID' with 'Organization's TIN' (text input) and 'EIN' (dropdown menu); 'Organization's NPI' with a link 'What's an NPI?' and a text box (red error message: 'Enter a valid National Provider Identifier (NPI) containing 10 numeric digits and beginning with a 1, 2, 3, or 4'); and a note 'This organization is not required to have an NPI'. At the bottom are 'Back' and 'Next' buttons.

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...

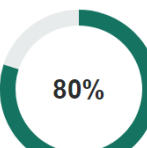
It's okay to select more than one.

**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.

Back Next

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!