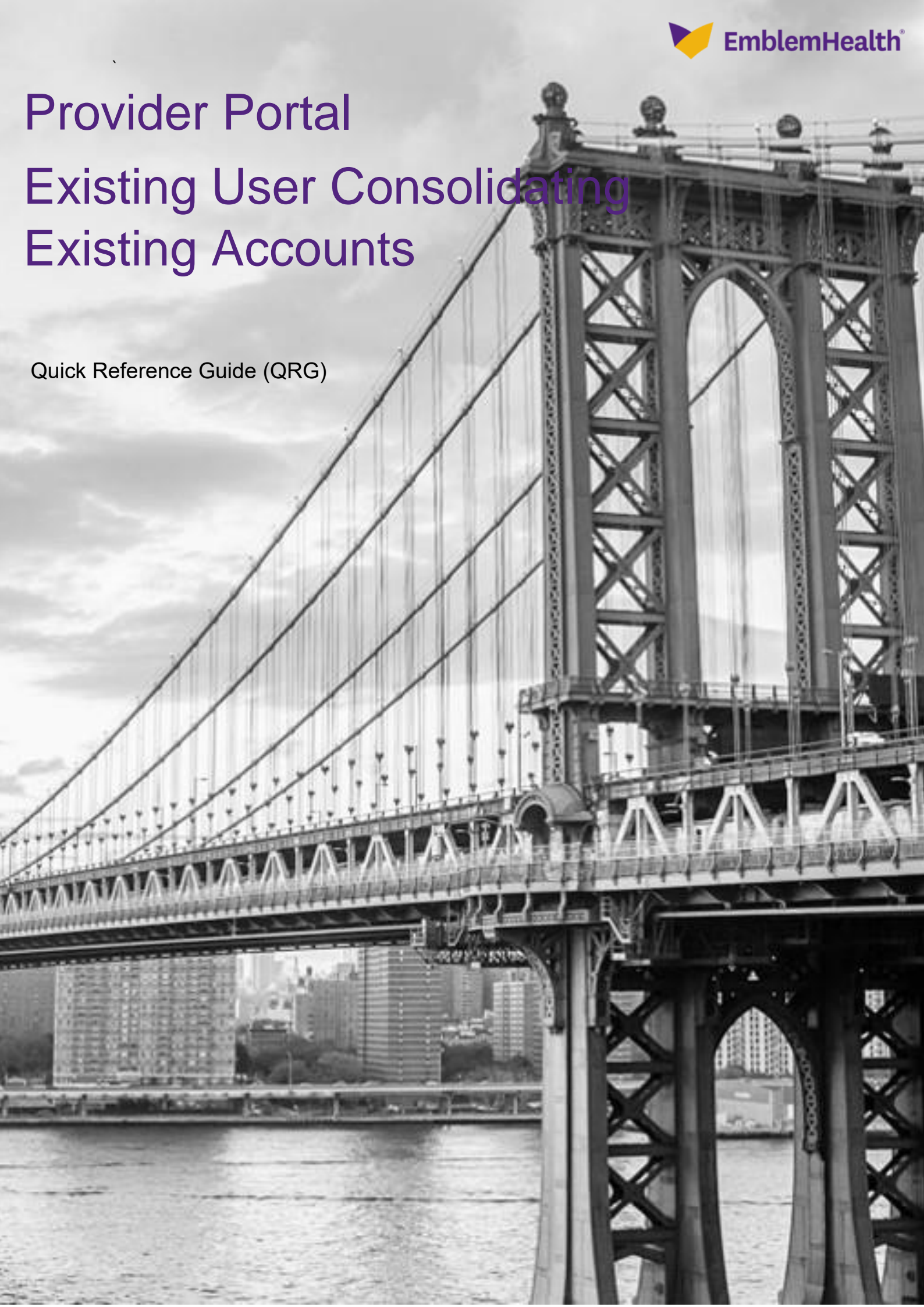


Provider Portal Existing User Consolidating Existing Accounts

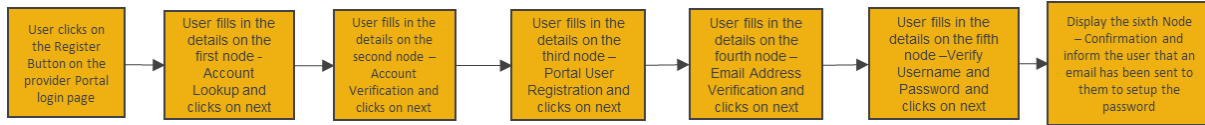
Quick Reference Guide (QRG)



Provider Portal – Existing User - Consolidating Existing Accounts



This quick reference guide (QRG) will provide an overview of how users with multiple portal accounts can consolidate them on the new provider portal.



Let us look at the steps in detail to existing user- consolidating existing accounts.

Purpose: Consolidating Existing Accounts.



Step 1:

1. Go to **EmblemHealth Provider Portal Sign-in webpage**. Login Screen will display.
2. Click, "**click here to continue.**"

EmblemHealth
Provider Portal

i If you have an account with us and it's your first time visiting our new portal, please [click here to continue.](#) If you're new, and have a registration code, click Register below to begin.

Username *

Password *

[Forgot Username](#) [Forgot Password](#)

[Sign In](#)

If you haven't received a code or are having trouble, [view our quick guide](#) for more information.

[Register](#)

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Step 2:

- The **Account Lookup** page will display.
1. Enter in **Username** and **Tax ID Number**.
 2. Click **Next**.

Account Lookup

PORTAL USER REGISTRATION

Account Lookup

We need to look up your information before you begin. Enter your username, and any Tax ID number associated with your account, then click Next to continue.

Username *	Tax ID Number *
johnsmith@gmail.com	061137531

Having trouble? [View our quick guide.](#)

Next

Cancel



Step 3:

- The **Account Verification** page will display.
1. Answer the security question.
 2. Click **Next**.

Account Verification

PORTAL USER REGISTRATION

Account Verification

Please enter the answer to your security question or your pin below to verify your account.

What's your maiden name? *

Having trouble? [View our quick guide.](#)

Previous **Next**

Cancel



Step 4:

The **Email Address Verification** page will display.

1. Enter **Email** address and **Verify Email** address.
2. Click **Next**.

Email Address Verification

PORTAL USER REGISTRATION

Email Address Verification

Please enter your own email address and not a shared one. We will email you a code for verification. We will also use this email address in case you forget your username or need to reset your password.

Email * Verify email *

Having trouble? [View our quick guide.](#)

Previous Next

Cancel



Step 5:

Verification code will be sent to your email.

1. Enter **Verification Code**.

Note: If email is incorrect, click **previous** button, reenter the email address and then click **Request New Code**.

2. Click **Next**.



May 20, 2021



Hello,

To complete your registration for a new provider portal user account with EmblemHealth enter the verification code below to confirm your access to this email address.

Verification code: 12323

If you don't recognize this request, someone may have used your email address by mistake. You can safely ignore this email.

EmblemHealth.

To maintain HIPAA compliance, please do not share your username or password with anyone.

EmblemHealth
55 Water St. New York, NY, 10041



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Package ID: Q0000000000136442



Email Address Verification

PORTAL USER REGISTRATION

Email Address Verification

We've sent a code to your email address **nrossi@emblemhealth.com**; please enter it below. If you don't see the email, check your spam folder where automated messages sometimes filter.

Verification Code *
11274

If you've entered an incorrect email address, you can go back and change it; or you can request a new code.

Request New Code

Previous

Next

Cancel



Step 6:

The Portal User Account Verification page displays. You will be identified automatically by the system.

1. Click **Next**.

Portal User Account Verification

PORTAL USER REGISTRATION

Portal User Account Verification

It looks like there is already an account associated with this email address in our new portal. If you already have access to this portal and want to add a new Tax ID number, click Next to verify your username and password. Otherwise, click Previous to enter a new email address.

Previous Next Cancel



Step 7:

1. Enter your **Username** and **Password**.
2. Click **Submit**.

Verify Username and Password

PORTAL USER REGISTRATION

Verify Username and Password

Enter username and password for your existing account.

Username * johnsmith@gmail.com Password *

Having trouble? [View our quick guide.](#)

Previous Submit Cancel



Step 8:

The confirmation message displays.
1. Click **Done**.



Confirmation

Your portal user account has been successfully updated.
Visit our [portal user guide](#) to learn how to use the portal.

Done

Thank
You

