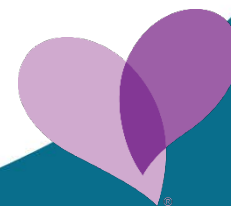


Provider Portal – Account Linker



What is Account Linker?

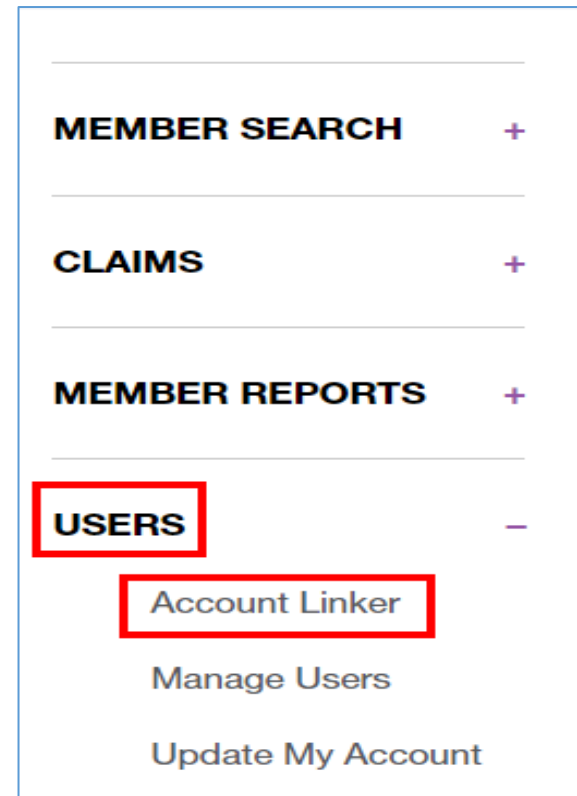
- The Account Linker feature is a new option available in the Provider Portal that will allow a user to link or connect all their user accounts.
- This allows the user to toggle through their accounts without the need to log out and log in to each separate account.
- Each user is given access to this option within the Provider Portal.
- Administrators of the Provider Portal accounts may grant or remove this option.



Linking Accounts

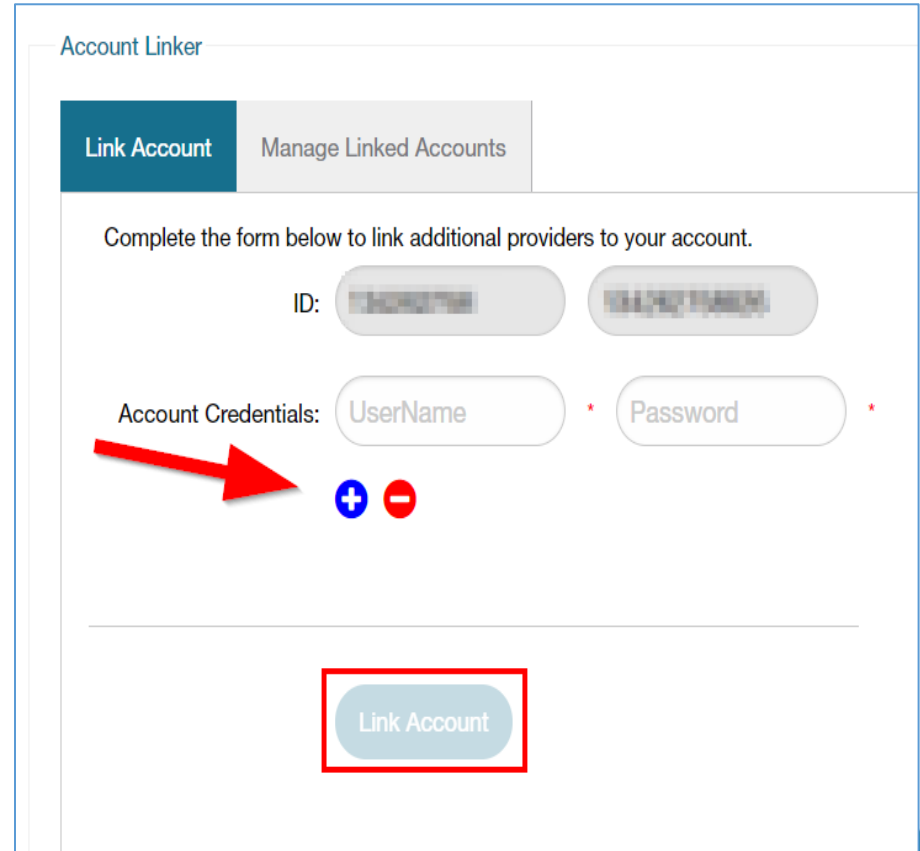
Access Account Linker

- Click **Users** > **Account Linker**



Link an Account

- Type the CareSource Provider ID and Tax ID.
- Click **Next**.
- Type the User ID and Password.
- Click **Link Account**.
- Notes When Linking:
 - Use one main account to link all accounts together.
 - If you are an administrator, please ensure you use your admin account to manage the linked accounts. Your admin options will only be visible from your administrator login.
 - An account must be registered in order to link together.
 - You will only be able to link accounts that are registered on the same state's portal.
 - Click the blue “+” to add additional accounts or the red “-” to remove the last entered account.



The screenshot shows the 'Account Linker' interface. At the top, there are two tabs: 'Link Account' (active) and 'Manage Linked Accounts'. Below the tabs, a message states: 'Complete the form below to link additional providers to your account.' The form includes two input fields for 'ID' (Provider ID and Tax ID). Below these are 'Account Credentials' fields for 'UserName' and 'Password', both marked with a red asterisk. A red arrow points to a blue '+' button and a red '-' button located below the password field. At the bottom of the form, a 'Link Account' button is highlighted with a red rectangular border.



Managed Linked Accounts



Manage Linked Accounts

- **Click Users > Account Linker > Manage Linked Accounts.**
 - A list of all accounts linked under the logged in account will display.
- To unlink an account, click **Unlink**.
 - A pop-up will show advising the account has been unlinked.

Account Linker

Link Account **Manage Linked Accounts**

Page(s): 1

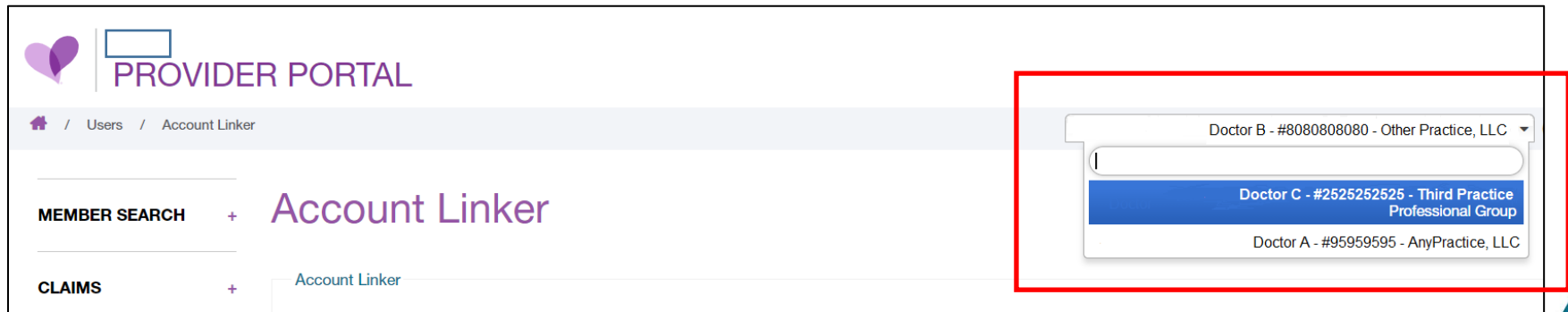
| Unlink | Provider ID | Provider/Group Name | ▲ Linked Date |
|---------------|-------------|---------------------|---------------------|
| Unlink | [REDACTED] | [REDACTED] | 9/8/2021 1:56:01 PM |

Page(s): 1

Switching Accounts

Switch to Linked Account

- From the top-right side, click the drop-down list to view the linked accounts.
 - Each linked account will display with the Provider ID and User ID.
- Click the appropriate account to switch to.
- You may also search for the Provider ID, User ID, or Provider Name to locate the appropriate account.



PROVIDER PORTAL

Home / Users / Account Linker

MEMBER SEARCH + Account Linker

CLAIMS + Account Linker

Doctor B - #8080808080 - Other Practice, LLC

Doctor C - #2525252525 - Third Practice Professional Group

Doctor A - #9595959595 - AnyPractice, LLC

