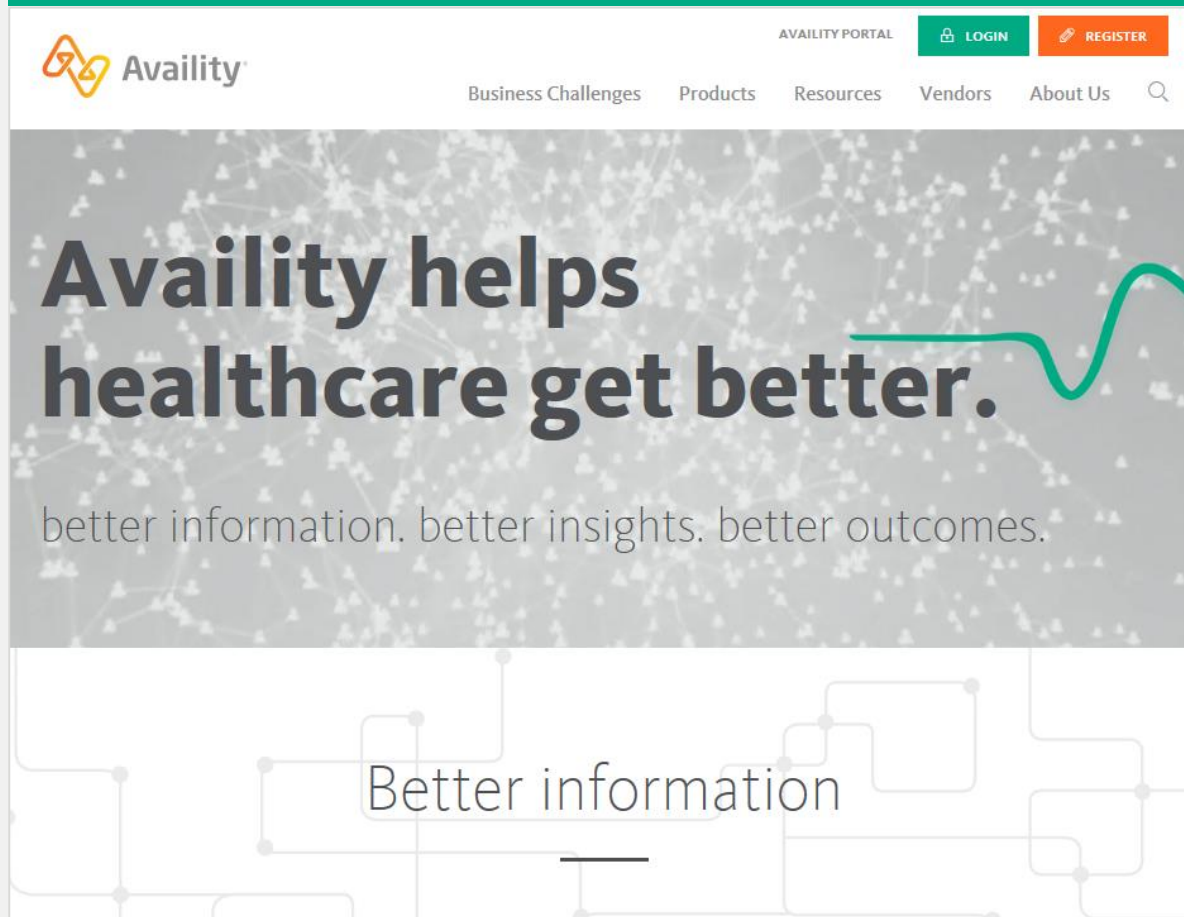



## USE OUR ONLINE WIZARD TO REGISTER TO USE OUR WEB PORTAL



## COMPLETE THESE STEPS:

1. Gather this information about your organization:
  - Organization name
  - Contact information for the person in your organization who:
    - Is legally entrusted to sign documents.
    - Grants access to your users.
  - Tax ID and NPI.
  - Check information (with EFT trace number and check amount) from certain health plans that you submit to. This information helps speed your registration approval.
2. Go to [www.availity.com](http://www.availity.com).
3. On the Availity home page, click .
4. Review the **REQUIREMENTS**, and then click **Let's Get Started!**
5. Follow the registration wizard prompts to complete each section of the online form.

## FAQs

### Question

### Answer

#### User ID Password

If I can't finish my registration in one session, does the wizard save the user ID and password I entered?

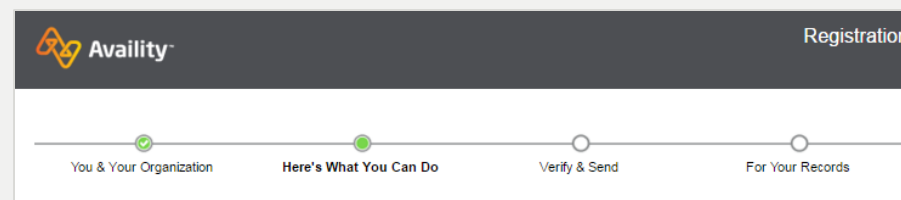
Yes. The wizard saves your information and you can use that to resume your registration. Just be sure to remember it!

#### Registration Wizard

What sections must I complete in the registration wizard?

All sections:

- You & Your Organization
- Here's What You Can Do
- Verify & Send
- For Your Records



#### Here's What You Can Do

Help me understand the Here's What You Can Do page.

This is where you designate the person or persons responsible for managing Availity within your organization.

#### Application Submission

What happens after I submit my application?

After Availity verifies your organization, we send e-mail messages that include your new Availity Portal IDs and temporary passwords. Follow the instructions in each e-mail message.