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.
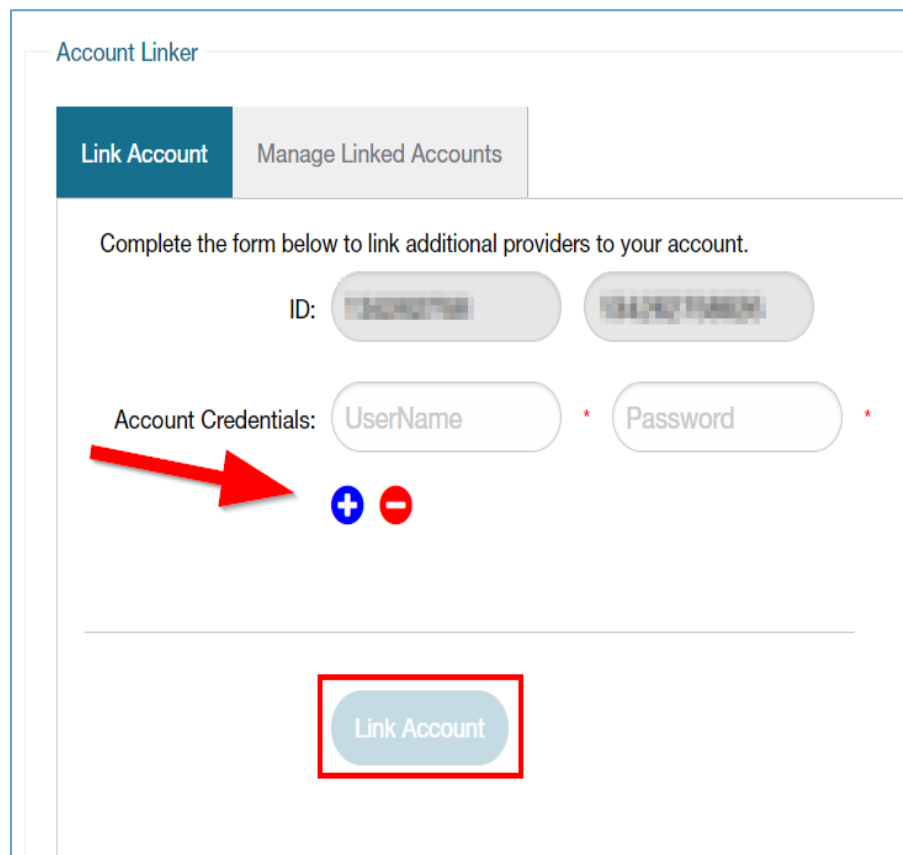
Linking Accounts

Access Account Linker

- Click **Users** > **Account Linker**
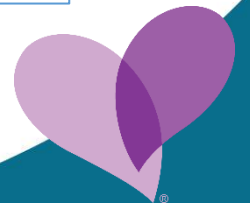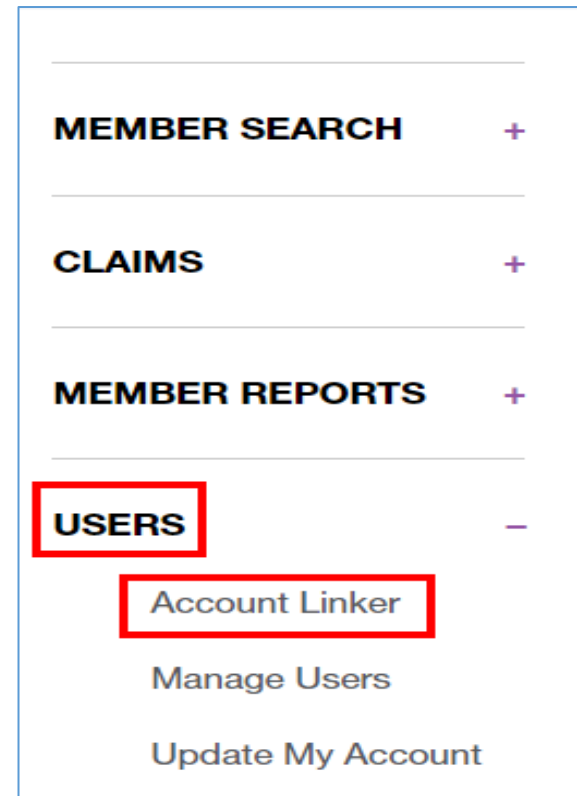
Link an Account

- 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.

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
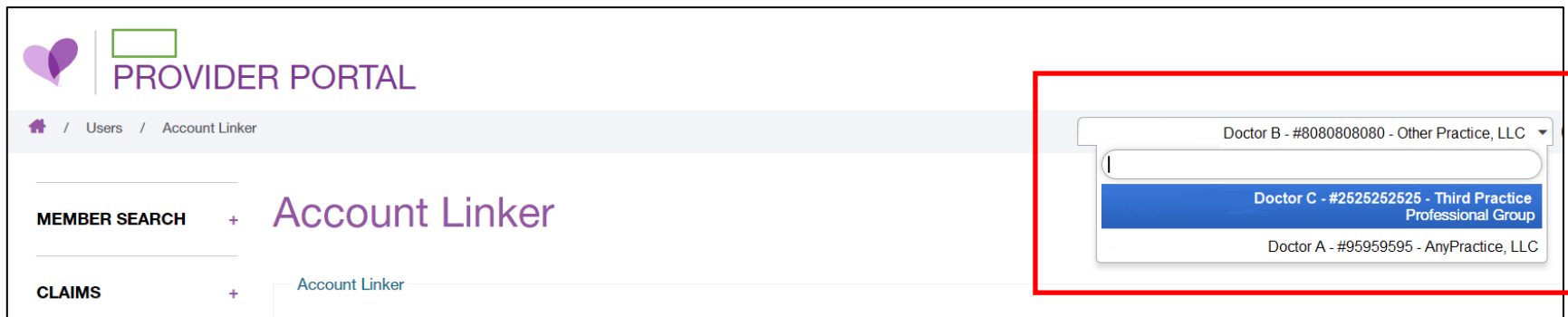
| Link Account | **Manage Linked Accounts** |

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Unlink	Provider ID	Provider/Group Name	▲ Linked Date
Unlink			9/8/2021 1:56:01 PM

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Switching Accounts

CareSource™

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.