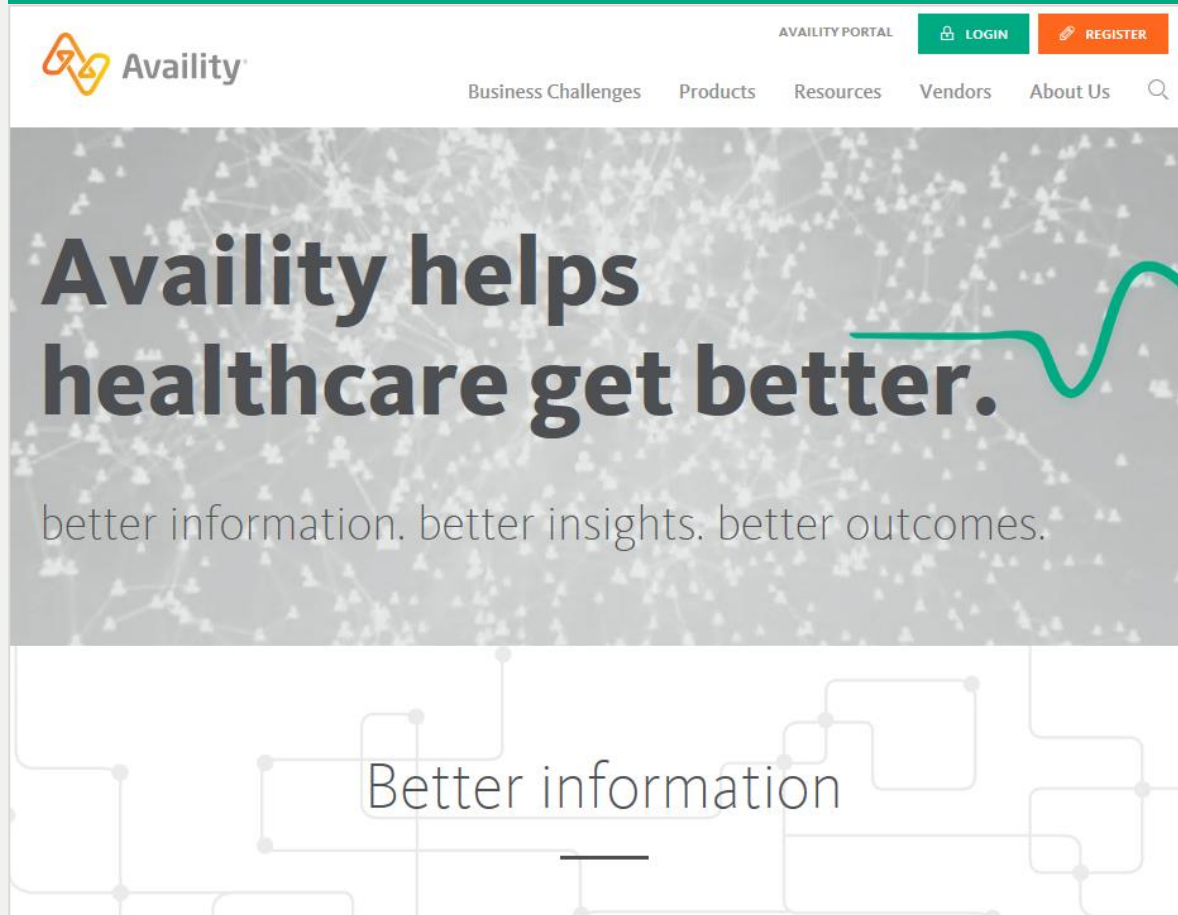


USE OUR ONLINE WIZARD TO REGISTER TO USE OUR WEB PORTAL



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.
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?

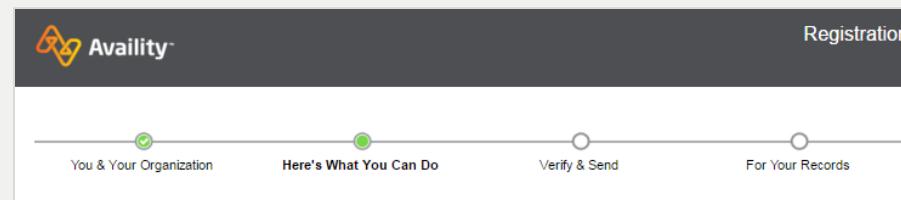
Yes. The wizard saves your information and you can use that to resume your registration. Just be sure to remember it!

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.