BEFORE YOU BEGIN

Gather this information about your organization:
• Physical and billing addresses
• Tax ID (EIN or SSN)

COMPLETE YOUR REGISTRATION

1. Go to www.availity.com and click REGISTER at the top of the page.
2. Hover the cursor over the Health Plans tile, and then click REGISTER.
3. Complete the selection for a new user and accept the agreement terms. Click Sign Up.
4. On the two next pages, enter your vendor information to set up and secure your account. Click Next after completing each page.

Note: User IDs should be 6-15 letters or numbers.
5. Enter your organization’s name, tax ID, phone number, and address, and then click **Next**.
   
   A. Next to the **Tax ID** field, select **EIN** (employer identification number) or **SSN** (social security number).
   
   B. If your organization’s billing address is different from its physical address, clear the check box, and then enter the billing address in the fields provided. Complete the information to set up your organization.

6. Optionally, select the check boxes for the solution options that apply to your organization in these major categories, and then click **Next**:
   - **ADMINISTRATIVE/PATIENT REGISTRATION**
   - **CLAIMS AND PAYMENT MANAGEMENT**
   - **PROVIDER DATA MANAGEMENT**
   - **RISK AND QUALITY**
   - **INTELLIGENT GATEWAY SERVICES**

   **Note:** You can select more than one option from each of the major categories.
7. Select the required information that applies to your organization partnership, based on the following criteria:
   A. Whether your organization currently uses Availity.
   B. The best description of your organization.
   C. Integration needs.
   D. Availity demo request.

8. Optionally, tell us what your job function is at your organization, and then click Next.

**Note:** You can select more than one option from each of the major categories.
9. After you complete the registration pages, review your information, and then click **Looks good! Continue**.

10. Review the information for next steps. Click **Print** to keep a record of your billing registration on file.

**Important**: Please allow a few business days for Availity to process your registration.

After you register, periodically check for email messages from Availity and follow the instructions in the messages.
AFTER YOU REGISTER...

1. Availity will contact you with the next steps that you need to follow.

2. After approval of your registration submission, check your email for messages containing your user name and temporary password.

3. Log in to Availity Portal with your user ID and temporary password. The first time you log in, we’ll ask you to:
   - Accept a privacy statement, security statement, and confidentiality agreement.
   - Set up security questions.
   - Enter a new password.
   - Verify your email address.

NEED MORE INFORMATION?

Availity’s Reference Guide for Users and Administrators has more details about getting started with Availity Portal.