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 Vendors 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**
COMPLETE YOUR REGISTRATION

7. Select the information that applies to your organization partnership and transaction needs, and then click Next:

   A. In the Organization partnership request section, select whether your organization currently uses Availity. Vendor software selection is optional.

   B. In the Transaction needs section, make your selections for type of integration needed, in-house IT support, and transaction handling.

8. Tell us if you need a secure FTP mailbox to share EDI files with your health plans, and then click Next.

   Organization Information

   Organization partnership request

   Does this organization currently use Availity?
   - Yes, this organization currently uses Availity.
   - No, this organization does not use Availity.

   What type of software vendor are you registering?
   It's okay to select more than one.
   - We are a patient management/electronic medical record software vendor.
   - We are a clearinghouse.
   - We are a patient-member facing application development company.
   - We are an independent practice association system, 3rd party administrator system, or hospital information system.

   Transaction needs

   What type of integration does this organization need?
   - We need to submit to Availity.
   - We need to receive from Availity.
   - We need to submit and receive to/from Availity.

   Does this organization have in-house IT support that can help integrate?
   - Yes, we have in-house support.
   - No, we will use a vendor or 3rd party.

   How will this organization handle transactions?
   - We will aggregate transactions for providers and submit on their behalf.
   - We will require providers to sign up for Availity and submit their own transactions.

   Will your organization need to exchange batches of EDI files directly from your system to health plans using Availity's SFTP?
   - Yes, this organization will need an Availity Secure File Transfer Protocol (SFTP) mailbox.
   - No, not at this time.
COMPLETE YOUR REGISTRATION

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. Check your email for messages containing your user name and temporary password.
2. 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.

If you requested a secure FTP mailbox:

1. Log in to Availity Portal.
2. In the notification center, next to the Activation required for your SFTP mailbox notification, click Take Action.
3. Check your email for messages containing the user ID and password for your secure FTP account.
4. In the notification center, next to the Your request for an SFTP mailbox has been processed notification, click Take Action to access Availity’s EDI guide.