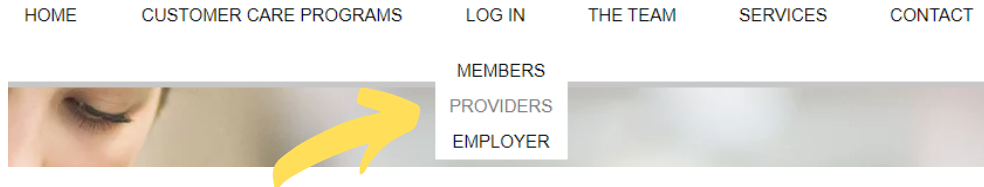


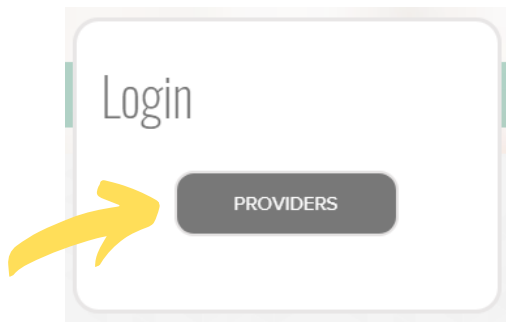


# Follow these easy steps to register for the Advantek Provider Portal.

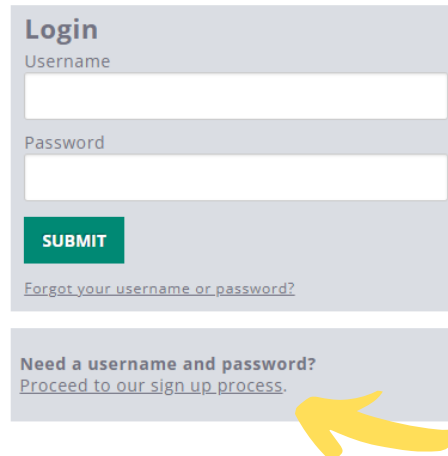
1. Visit [www.advantekbenefit.com](http://www.advantekbenefit.com) to register for the member portal. Select **Providers** from the **Log In** drop-down menu on the home page.



2. Click on **Providers** in the Login section.



3. Select **Proceed to our sign up process.**



4. Review the License Agreement. If you agree, click the Accept box and select **Agree**.

## License Agreement

Please read the License Agreement.  
Click "Agree" to continue or "Disagree" to go back to the login page.

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**Security.** You are responsible for changing your password upon entering the system for the first time. You are also responsible for safeguarding and maintaining the security of your password at all times. We believe that we have taken all reasonable security steps to encrypt your information so that it cannot be read as information travels over the Internet. However, nothing is entirely foolproof, and as a customer, you accept the risk of conducting financial and private

Accept

AGREE

DISAGREE

### Verify Provider Contact Info

Please fill in the fields to create an account on the system. Enter your First Name and Last Name as well your Practice/Facility Name and Address. Also include your Contact Phone number in the event we have questions regarding your user account. Once all fields are filled in, click on "Add".

To add any additional TIN, enter the TIN and click the "Add" button again.

Click "Next" when complete.

First Name

Last Name

Facility Name

TIN

Address Line

Address Line 2

City

State

Zip

Contact Name

Contact Phone

5. On the next page, enter the requested details, including name, facility name, TIN, address, and contact information.

Once complete, select **Add**.

You can then add additional TINs to the same account. Simply enter another TIN, leave the rest of the details the same, and select Add again. Repeat this step for as many TINs as needed. You will also have the option to edit or remove TINs that you entered.

Once all TINs are added, you can select **Next**.

6. On the next screen, enter a username, email address, password and answer the security questions. Username and Password are case-sensitive. Once complete, select **Next**. Confirm your details on the next page and then select **Finish**.

**Create Login Information**  
You will use this information to login to your user account.  
Keep this information stored safely so your account information remains secure!

Username

Email Address

Confirm Email Address

Password

Confirm Password

Security Question 1

Security Question 2

Security Question 3

#### Username & Password Criteria:

- Username must be at least 3- characters in length, beginning with a letter.
- Characters accepted are: alpha-numeric, . (dot), - (dash), \_ , and @
- Passwords must be at least 8 characters in length; and can use alpha-numeric and the following special characters:  
- \_ . ! # \$ % & \* @ ~ ^ \ ? / +

**You are now registered and ready to login.**