

# PROVIDER WEB PORTAL USER REGISTRATION



## Objective

Using your Web Browser, is to provide self-help Provider Web access 24/7, thereby, promoting information at your finger tips. This will minimize billing staff time spent on the phone with Customer Service.

## Getting Started “REGISTER NEW USER”

The following outlines the steps to initiate the self-help Provider access to the web portal.

### WEB PORTAL

Provider web portal: [www.advantekbenefit.com](http://www.advantekbenefit.com) [click the following link to get started]

Now click “**Participants**” button.

Next click “**Login**”

Click “**Register New User**” (Icon located at the bottom left of the web page)

### LOG IN – *Create a New User Account*

Enter “**User Name**” and “**Email Address**”.

Click on the radio button for “**I am a Provider**”. Click **NEXT**.

### VERIFY YOUR IDENTITY

1. Required. In the **Provider TIN** field, type the TIN for your provider organization.
2. In the **City, State, and ZIP/Postal Code** fields, type the city, state and ZIP code of the same business address for this provider.
3. In the **Contact First Name** field, type your first name.
4. In the **Last Name** field, type your last name.
5. Click the **NEXT** button.

After you click NEXT, the Advantek provider record will be used to verify the provider’s TIN. The city, state, and/or ZIP code must match at least one location under that TIN.

- If no match is found, you will be presented with an error message indicating that the information you entered could not be verified.

#### TIPS:

The **User ID** can be a maximum of 20 characters long. It will be case sensitive, so remember exactly which letters are capitalized.

In the **Email Address** field, enter your email address; it can be up to 50 characters long. The email address will be used in the following circumstances:

If you forget your User ID or password, you can use the User Name Help or Password Help buttons to receive your password hint at this email address.

*If you do not enter your email address now, you **must** remember to enter it when you log onto Advantek through the **Account Manager>E-mail** option.*

Note: While in the Advantek Provider Web Portal, you can always change your password and password hint on the **Account Manager>Password/Hint** page. This is outlined later in this document.