Accessing the Portal

Access the Healthfirst Provider Portal 24/7 at HFProviderPortal.org.

Registration

1. To begin the registration process, visit HFProviderPortal.org and click Create your account.
Please read the License Agreement carefully, including the privacy statement highlighted in red, and select **Accept** and **Agree**.
Registration (Continued)

3 Enter the requested information and click **Continue** after each step.

**PLEASE NOTE:**
Each provider and staff member should register their own account credentials. Usernames must be unique and not previously used for any Healthfirst Provider Portal account.

Submitter name should be the name of the person completing the registration.
Passwords

- Your password will be assigned once you complete the new-user registration.

- A valid claim within 180 days is needed to create a Provider Portal account.

- You must reset your password every 60 days.

- Your password becomes inactive if unused for 90 days.

- You will have a unique username as a measure of security.

- In case you forget your username/password, you will be able to reset it using the Forgot Username/Password link.

- If you participate in the Healthfirst Quality Incentive Program (HQIP) and are updating your Provider Portal username, you will need to update your access to the Quality Application, also known as Quality APP. Please contact your Network Account Manager to assist with your request.