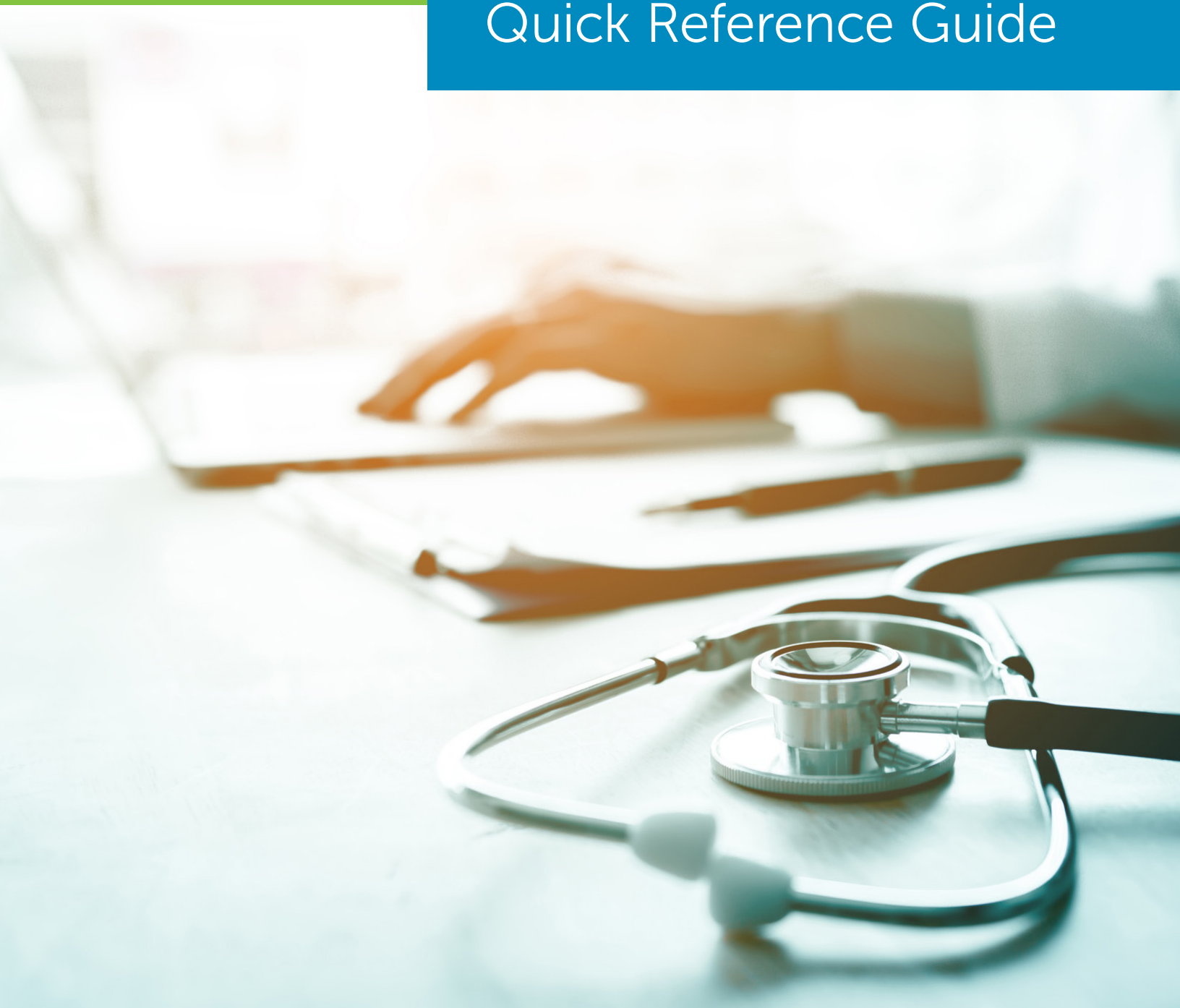




Healthfirst Provider Portal

Quick Reference Guide



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**.

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Provider Secure Login

Welcome to the New Provider Portal

Your session has timed out.

Returning User Login

Username

Password [Forgot Username/Password?](#)

Sign In

Reminder: Username and password from the old portal is not valid on this portal. You must create a new account, see below steps outlined.

Please note this site is best viewed using Google Chrome or Microsoft Edge.

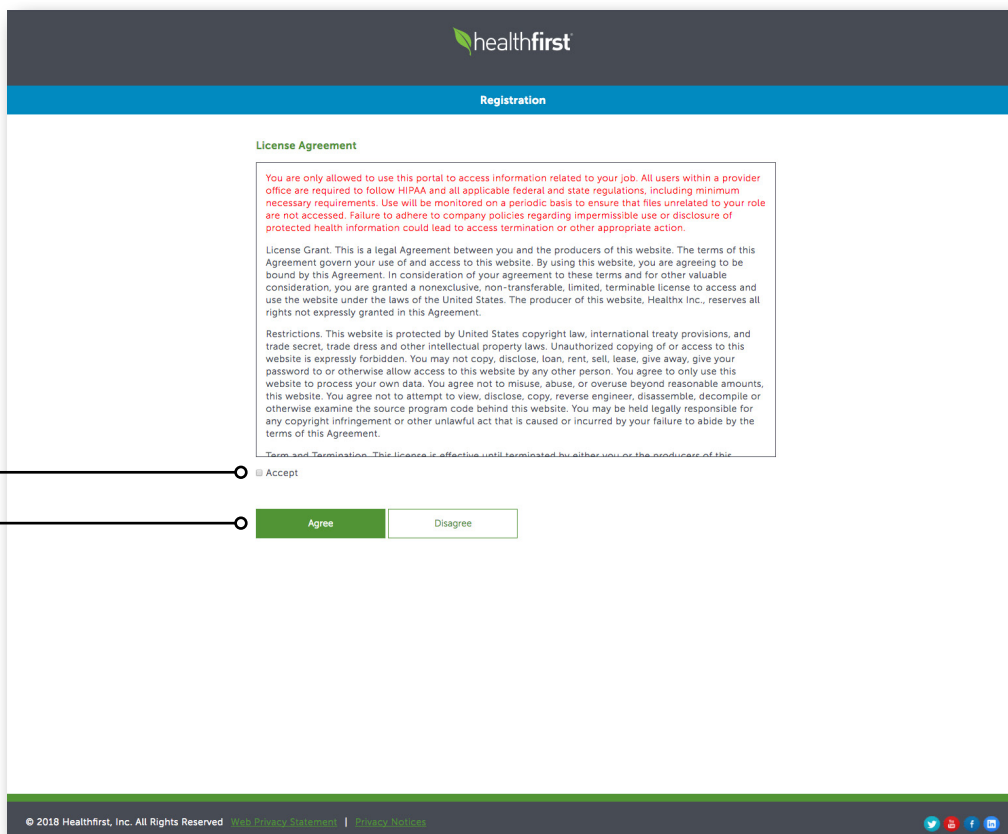
New to the Portal?

Create your account

[Account Creation Guide](#)

Create your account

- 2 Please read the License Agreement carefully, including the privacy statement highlighted in red, and select **Accept** and **Agree**.



Accept
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.

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Registration

Provider Registration

Thank you for taking the time to register. This process helps keep our portal secure.

Go Back

Submitter First Name*

Submitter Last Name*

Primary Practice / Facility Name*

Primary Contact Phone*

Primary Contact Email Address*

Provider Tax Identification Number (TIN)*

xxxxxxx

Claim Number*

Must be a claim paid within the last 180 days.

Continue Cancel

Up next: Create Login Credentials (step 2 of 4)

Must Be a Paid Claim (processed within the past 180 days)

Continue

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Registration

Go Back

Username *

All current account holders must create a new username

Portal Email Address *

Confirm Portal Email Address *

Password *

Confirm Password *

Password requires at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character -...!#\$%&*@-~!/?

Security Question 1 *

-- Select Question --

Security Question 2 *

-- Select Question --

Security Question 3 *

-- Select Question --

Continue Cancel

Up next: Select Provider Role (step 3 of 4)

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Continue

Registration

Go Back

Provider Type *

-- Select --

Continue Cancel

Up next: Review (step 4 of 4)

Continue

Registration

Go Back

Submitter First Name:

Submitter Last Name:

Submitter E-Mail Address:

Contact Phone:

TIN:

Username:

Continue Cancel

Everything looking good?

Continue

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.

