



access: health

WEBSITE PROVIDER SET UP INSTRUCTIONS:

Access Health Administrator: Yvonne Bullinger, y.bullinger@access-health.org or (231) 766-7103

Step 1:

Each office is required to complete and fax a Provider Form to (231) 728-5160. Each office will have one designated person to be the main contact. Each person requesting access in your office must be listed on the form and must set individual personal passwords.

Step 2:

A representative from Access Health will contact your designated office person with the approval to set up individual employees.

Step 3: Go to www.access-health.org and click on **PROVIDER LOGIN** in the **PROVIDER SECTION**. To **REGISTER**, you will need to enter your email and create a password. (must have one capital letter and number)

You will come to **Please Log In As a Provider:** (see below). Enter your email, select a password and click **REGISTER**.

The Q-Edit Page will come up. Enter all information. Access Health will provide you with your Provider Number.

* Use your work email
* Password must have one capital letter and six digits total.

Click ADD PROVIDER

Your part is complete when you get the message: ***“Thank you for registering. We will send you an email once the administrators review and approve your submission”***. It is a good idea to contact the Access Health Administrator to notify Access Health that you have completed this process. The Administrator will activate your password. Then you will have the ability to go to the website (www.access-health.org), sign on and check eligibility.