## Account Details: Manage Your User Profile and Account Details

Any updates that you make to your available account details will display on the screen. Use the Update Account and Change Password features to make any changes.

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Go to Dashboard For : TIN	Plan Type	60
Account Details		1 Vupdate Account
User Name (Email)		
Password Change Password Telephone Number		
Fax Number		

## To Update Account Information

- 1. Click the Update Account button. The Update Your Information screen appears.
- 2. Make any needed updates to your account Information.

Update Your In	formation
Your Information	
Email	
Telephone Number	
Fax Number	
First Name	
Last Name	

## 2 To Change Your Password

- 1. Click the Change Password link under Account Details.
- 2. Follow the instructions on the EntryKeyID Change Password screen.

	🕕 English 🕶
Change Password Enter your current password. Enter a new password and cor	firm it.
Email Address	
Current Password	
New Password	
Confirm New Password	
SUBMIT CANCEL	
single passessord EntryNey/D	
Help Privacy Policy Terms of Use © 2021 Centere	

# Account Details: Manage Your TINs

TINs added to your account display in a list under the **Your TINs** section. You can mark one primary TIN to appear by default when you access the dashboard. You can also remove TINs from your account.

Your TINS 😰 Provider Demographic Update Instructions	
TIN	
* Current Primary	×
🖈 Mark as Primary	
🗙 Mark as Primary	×

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io to Dashboard For :	TN Contraction	V Annele	- 440	_
Account Deta	ails		V Updath Account	Add a TIN
lser Name (Email) Password Dance Faceword				Please note, previder services will need to verificate any additional TMIs, which could take arevent (agrs, You will be notified by cinal whon verification is conside. Name TM Linter TM
lelephone Number fax Number				Tax ID
/our TINs 🔬	Provident Description Courses and Co	astire)		
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- 1. To change your default TIN, select **Mark as Primary** next to a different TIN.
- 2. To remove a TIN from the account, select the x next to one you no longer want.



## Additional Instructions:

The primary TIN on the account appears by default in the TIN drop-down list at the top of the dashboard. The associated plan also displays. You can select any TIN that you have added to your account.

## Account Details: Modify Demographic Information about a Specific TIN

1. Click on the individual TIN.



2. Click on the Name to update information about one of the Associated Providers.

Sansinin	, neutri								
iewing For :	TIN		Plan Type	_	• GO				
	ß								_
Back to Ac	count Details	TIN		Enter Name		L L	Jpdate		
Associa	ated Prov	riders							

3. A list of possible Service Locations appears. Click on the name associated with the address.



4. Make updates on the screen that appears.

Back to Service Locations	Pediatric BRT		
OTOLARYNGOLOGY CONSULTANTS			Edit Location
General Information	Office Hours		
10150 H	SUNDAY	Closed.	
	MONDAY	9:00AM - 5:00PM	
Telephone: (	TUESDAY	9:00AM - 5:00PM	
leichteite.	WEDNESDAY	9:00AM - 5:00PM	

5. Click **Edit Location** to update the provider information **Note:** This information will update the Find A Provider website.

The following Transaction attributes will be available for edits. **Note:** Only one update within a transaction set is allowed per day.

#### **Transaction Set #1 - Provider Location Address**

#### • Address1

- Address2
- City

## Transaction Set #3 - Provider Location Accessibility

Accessibility (Yes or No)

### Transaction Set #5 - Practitioner Gender

Gender

#### Transaction Set #2 - Provider Location Phone

- Phone
- Fax

Transaction Set #4 - Provider Office Hours

• Monday- Sunday (7 Data Attributes for each day)

### **Transaction Set #6 - Practitioner Office Hours**

- Monday- Sunday (7 Data Attributes for each day).
- 6. Save changes by clicking on the **Save Location** button at the bottom of the screen.



▲ **Note:** If any additional updates are necessary, please contact your Provider Relations Representative.

# Account Details: Add a TIN to an Account

- 1. Enter the name for the TIN and the Tax ID number.
- 2. Click Add TIN.

✓ Update Account	Add a TIN Please note, provider services will need to validate any additional TINs, which could take several days. You will be notified by email when verification is complete. Name TIN				
	Tax ID				
	123456789				
	Add TIN				
	Add a TIN				
	We could not find your Tax ID in our system. If				

▲ **Note:** If the TIN entered is not found the above message appears. Each new TIN added will require verification from the health plan and can take up to 48 hours to complete.