**Assigning Login’s For Beacon eServices**

<Https://provider.beaconhs.com/login.aspx>

1. Go to the website listed above and click the “Register” button that is located beside the login button.
2. Then click “Register” beside the option that list Beacon Health Strategies.
3. In the organizational NPI box type “CDM31NW911” and in the tax ID box type “611351752” and then click submit.
4. You must then scroll to the bottom of the screen and checkmark the box beside the terms agreements paragraph and then click “Next”.
5. You will come to the provider information page next. Enter the information for the provider down the page. You must set a security question for the provider which they can go back later and change once they have logged in for the first time.
6. The username that you will create will be the first letter of the providers name capitalized followed by the last name and the numbers 01. (Example - Jpolley01) You will also create a password. (Example - Beacon7! or beacon402)
7. After you filled out all the necessary information you press submit. After a few minutes the account administrator (Jenni is current admin) will receive an email that a new login has been requested.
8. Now you will login to the beacon website Https://provider.beaconhs.com/login.aspx and click on the down arrow beside “Manage users” and then click on “Manage Accounts”.
9. Next you will remove/unclick the checkmark next to “Show only active accounts” to show the new accounts and the inactive ones.
10. Scroll down to find the new account and press the “Edit” button beside the username.
11. You will then click the box beside “Active” and scroll down and check all the boxes beside **Eligibility, Reports, Manage Authorizations, Check Authorizations, and Submit Authorizations.** By checking these boxes, you are giving the new login permission to use these parts of the website. Our Providers should NEVER have access to our claims.
12. After that is complete click “Save” and that provider now has access to Beacon eServices.
13. Once the setup process is complete, send an email to the provider giving the website info, login and password info.
14. After the email is sent you need to record the new username and password into the Beacon excel spreadsheet.