



Claims Portal New User Registration

Navigate to www.visibiledi.com/uphp/. You can start the registration process by clicking on **New User Registration**, or **Click Here** to register in the middle of the page as shown below

The screenshot shows the UPHP Claims Portal interface. At the top left is the UPHP logo. Below it are navigation links for 'Home' and 'Login'. A sidebar on the left contains an 'OPTIONS' section with text about managed care and a red-bordered button for 'New User Registration'. The main content area is titled 'UPHP Claims Portal' and contains a login form with fields for 'User Name' and 'Password', and 'Login' and 'Reset' buttons. Below the form, there are links for password recovery and a red-bordered link for new users to register.

First you will enter your e-mail address—you will receive an e-mail with a security form to fill out before you will be granted access, so please ensure the e-mail address is correct.

The screenshot shows the 'USER SELF-REGISTRATION' form. It includes a header, a note to complete all information, and a dropdown menu for 'SELECT REGISTRATION TYPE' set to 'Provider'. Below that is a section for 'PROVIDER REGISTRATION' with an email field containing 'helpdesk@uphp.com'. There are two input fields for tax information: 'PLEASE ENTER THE TAX #'s (EIN's) FOR REQUESTED ACCESS (comma-delimited):' and 'SELECT THE ORGANIZATIONS - TAX# - NPI BELOW FOR REQUESTED ACCESS:'. Each has a 'Find' or 'Clear' button. A 'Next' button is at the bottom left.

Next, you will enter the TIN number(s) you will need access to—you can enter multiple TINs by separating them with commas. Click on Find—this will cause a drop down menu to open with any associated NPI numbers/organization names with the entered TINs.

Click on the combination you need access to in the drop down menu (example shown below). If you need access to more than one associated with the TIN(s), click on Find again to open up the menu a second time and add as needed.

USER SELF-REGISTRATION
- Please complete all requested information. For help click here.

1) SELECT REGISTRATION TYPE: Provider

2) PROVIDER REGISTRATION

Email

PLEASE ENTER THE TAX #'s (EIN's) FOR REQUESTED ACCESS (comma-delimited):
 Find

SELECT THE ORGANIZATIONS - TAX# - NPI BELOW FOR REQUESTED ACCESS:
 Clear

**TIN/NPI combo drop down menu:
populated by TIN numbers entered
in box above and Find button**

Organization	TAX#	NPI
GROUP	57	27
CARDIOLOGY	41	19
CLINIC	41	96
CARE	41	76
LABORATORY	41	23
HOSPITAL	41	76
HOSPITAL	41	76
HOSPITAL	41	35
HOSPITAL	41	81

After the TIN/NPI combos have been selected and the Next button has been clicked, the personal information section will pop up to fill in—when finished entering your information, click on the Next button.

USER SELF-REGISTRATION
- Please complete all requested information. For help click here.

1) SELECT REGISTRATION TYPE: Provider

2) PROVIDER REGISTRATION

Email

PLEASE ENTER THE TAX #'s (EIN's) FOR REQUESTED ACCESS (comma-delimited):
 Find

SELECT THE ORGANIZATIONS - TAX# - NPI BELOW FOR REQUESTED ACCESS:
 Clear

3) PERSONAL INFORMATION

Last: (Required) **First: (Required)** **Middle:**

Address: **City:** **State:** **Zip Code:**

Phone: **Fax:**

Next

The last section to complete is Login Settings. You can click on the checkbox to use your e-mail address, or you can create a custom username. Your password must be at least 8 characters long, contain uppercase and lowercase letters, numbers, and special characters.

The screenshot shows a registration form with two main sections. The first section, titled '3) PERSONAL INFORMATION', contains fields for Last Name (DOE), First Name (JOHN), Middle Name, Address (123 ABC STREET), City (MARQUETTE), State (MI), Zip Code (49855), Phone ((555)555-5555), and Fax. The second section, titled '4) LOGIN SETTINGS', includes a Username field with a 'Use Email' checkbox, Password and Confirm Password fields, a Password Strength indicator showing 'Empty ?' in a black box, and a checkbox for 'I have read the Terms of Use Agreement'. A 'Next' button is located at the bottom of the form.

Check the “I have read the Terms of Use Agreement” checkbox when you are finished with selecting a username and password, and then click on Next to submit your registration request. **You will receive an e-mail with a security form that must be completed and faxed to the UPHP Help Desk before your account will be activated.** Please allow 2 business days for activation. You will receive another e-mail when your account has been activated.

If you have any issues with the registration process, please contact the UPHP Help Desk at (906) 225-6811 or helpdesk@uphp.com.