

# Registration Help for Providers



Visit <https://www.varipro.com/provider/> and click the  logo to be taken to the benefits portal.

## New User Registration:

1. In the upper left side of the screen, click the link that says New User Registration.
2. Under **"Sign Up for Your New Account"**, select Provider. Click the **Next** button.

## Enter your personal information:

3. For Tax Identification Number (TIN) – Enter your nine-digit Tax Identification Number. Do not include dashes (-) or slashes (/).

**Note:** The Tax Identification Number that you enter should match the billing Tax Identification Number submitted on Claims.

4. For National Provider Identifier (NPI) – Enter your ten-digit Type I National Provider Identifier number. Do not include dashes (-) or slashes (/).
5. Phone number – Enter your phone number in the format of 999-999-9999
6. Once all personal information has been entered, click the **Next** button.

## Sign Up:

1. User Name – Create a unique User Name.
2. Password – Create a Password. Your
3. Password should be a minimum length of eight characters, with at least one letter, one number and one of the following:
4. ! @ # \$ % ^ & \* ( )
5. Enter your Email address.
6. Enter a Security Question and Security Answer.

**Note:** The Security Question will be displayed as a reminder if you click on "Forgot Your Password?"

When using "Forgot Your Password?", you must enter your Security Answer.

7. Click **Create User** button

Please make a record of your User Name, Password, Security Question and Security

Answer. You will use the User Name and Password to access the web site. If you forget your Password, you can answer the Security Question to request a new password.

## Log in:

1. Once you have successfully created your User Name and Password, click the Continue button.
2. Log in using the User Name and Password that you just created.

3. Go to the **Payer Access** tab and request access to the administrator you wish to work with. Once your access has been authorized by the administrator, you will receive an email at the address that you provided during your registration.