

Nebraska Provider Screening and Enrollment

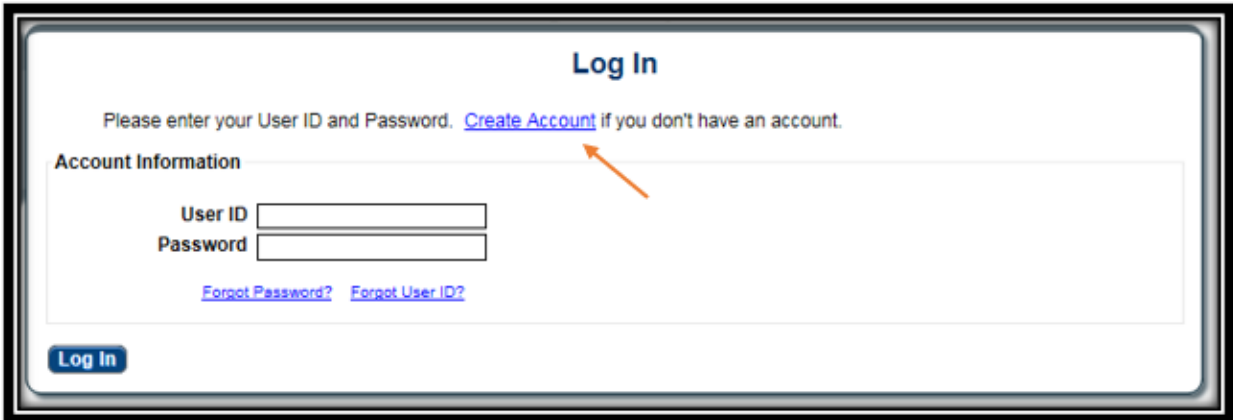
Home Care Based Services (HCBS)

User Account Creation

Home Care Based Services (HCBS) are PAS and Waiver Providers. The steps below will guide you through the process of creating a user account at the [Nebraska Provider Screening and Enrollment](#) site.

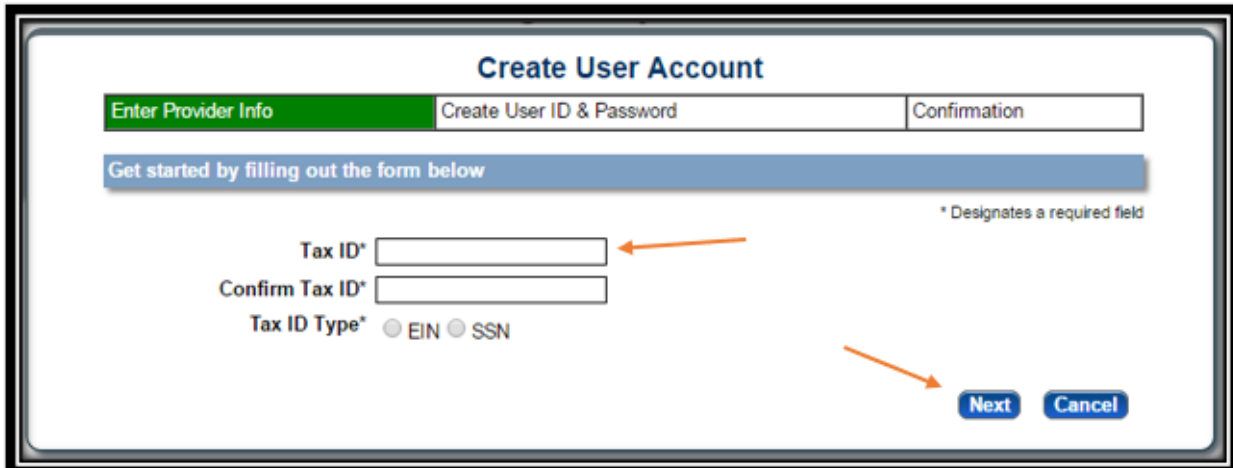
Create Account

1. Click on **Create Account**



The screenshot shows a "Log In" page. At the top, it says "Log In". Below that, it says "Please enter your User ID and Password. [Create Account](#) if you don't have an account." There are two input fields: "User ID" and "Password". Below the fields are two links: "Forgot Password?" and "Forgot User ID?". At the bottom left, there is a "Log In" button. An orange arrow points from the "Create Account" link to the right.

2. Enter and confirm your Tax ID. If you are a business with an EIN, you will need to enter the EIN. Individual HCBS providers use a Social Security Number (SSN).



The screenshot shows a "Create User Account" page. At the top, it says "Create User Account". Below that, there are three tabs: "Enter Provider Info" (highlighted in green), "Create User ID & Password", and "Confirmation". Below the tabs, there is a blue bar that says "Get started by filling out the form below". There are two input fields: "Tax ID*" and "Confirm Tax ID*". Below the fields, there is a "Tax ID Type*" label with two radio buttons: "EIN" and "SSN". At the bottom right, there are two buttons: "Next" and "Cancel". An orange arrow points from the "Tax ID*" field to the right, and another orange arrow points from the "Next" button to the right. A small asterisk note says "* Designates a required field".

3. Select **Next**.

- An existing provider will receive the following message. To complete this screen the provider must confirm their NPI and Taxonomy if they have one, along with their existing zip code, zip extension and their Medicaid Provider ID and select **Next**. All information must match what is in the system. Call customer service at 844-374-5022 if you are an existing provider and are unable to move forward.
- If this information is not requested, then you are a new provider based on Tax ID.

4. Complete All Required Fields*

Take note of the User ID, Password, and Security Questions. These will be needed if you forget your password.

User ID Requirements:

- At least one (1) character long
- At most fifty (50) characters long
- May contain lower and uppercase letters
- May contain numbers
- May contain the @ or period (.) symbol

Password Requirements:

- Between 8 and 20 characters
- Contain at least one (1) lowercase letter AND one (1) uppercase letter
- Contain at least one (1) number and (1) symbol
- Example: Abcde123!

Click **Register**.

Create User Account

Enter Provider Info	Create User ID & Password	Confirmation
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Please enter your contact information

Contact Name* * Designates a required field

Title*

Phone Number*

Extension

Email Address*

Confirm Email*

Create your user id and password

User ID*

Password*

Confirm Password*

Answer your security question

Security Question*

Answer*

Security Question*

Answer*

- You are now seeing a confirmation screen stating that an Email has been sent to the email associated with this account.

Create User Account

Enter Provider Info	Create User ID & Password	Confirmation
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Confirmation - Next Steps

Your online account creation was successful.

A confirmation email was sent to the email address used during account creation.

Please refer to the email for instructions on activating your account.


Go to Account Creation Email

- YOU MUST CLICK THE LINK IN THE EMAIL TO ACTIVATE THE ACCOUNT.**
- Clicking the link in the email will redirect you to the [Login Screen](#).

Log in

Enter the User ID and password and click **Log In**.

You will be asked to change your password every 60 days



The screenshot shows a web page titled "Log In". Below the title, there is a prompt: "Please enter your User ID and Password. [Create Account](#) if you don't have an account." Underneath this is a section labeled "Account Information" which contains two input fields: "User ID" and "Password". Below the "Password" field are two links: "[Forgot Password?](#)" and "[Forgot User ID?](#)". At the bottom left of the form area, there is a blue button labeled "Log In". An orange arrow points from the left side of the form area towards the "Log In" button.

Next Steps

See Provider Management Home Resources and Enrollment Resources for assistance with the next steps.

Please be sure to log out when you are finished using the Nebraska Provider Data Management System. Additionally, for your security, we recommend closing your browser after you log out.