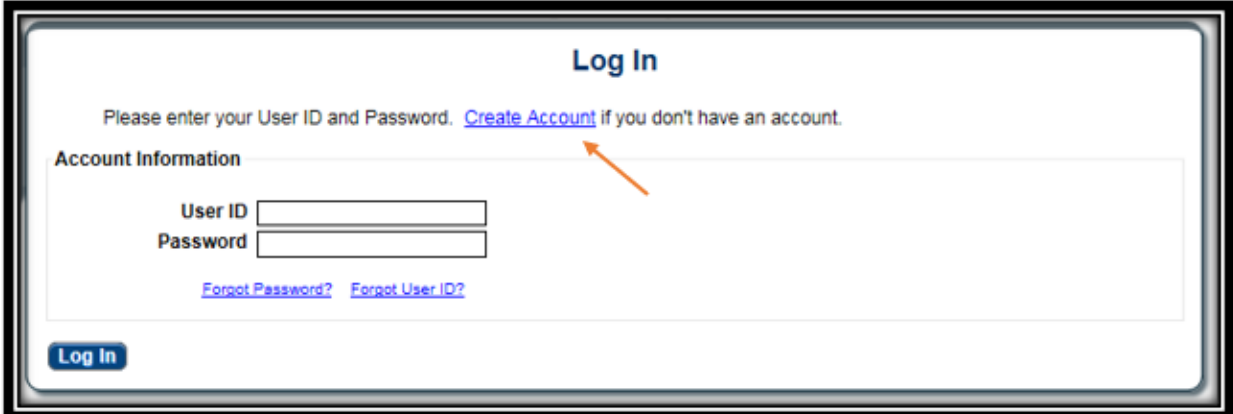


Nebraska Provider Screening and Enrollment Individual/Solo, Group/Institution, Facility, Pharmacy Account Creation

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**



Log In

Please enter your User ID and Password. [Create Account](#) if you don't have an account.

Account Information

User ID

Password

[Forgot Password?](#) [Forgot User ID?](#)

Log In

2. Enter and confirm your Tax ID. If you are a business with an EIN, you will need to enter the 9 digit EIN and select EIN. Individual/Solo providers may use an EIN or SSN.

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*

Last updated 10/19/2018

- 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

Please enter your contact information

Contact Name* Jane Doe * Designates a required field
Title* Office Manager
Phone Number* (402) 555-5555
Extension
Email Address* provider@email.com
Confirm Email* provider@email.com

Create your user id and password

User ID* janedoe
Password*
Confirm Password*

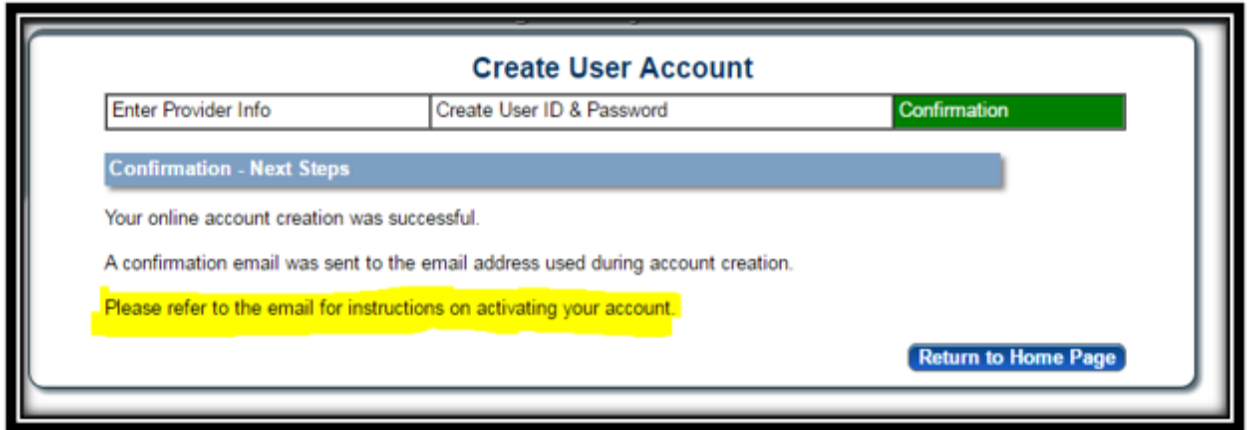
Answer your security question

Security Question* In what city did you meet your spouse / significant other? ▾
Answer* Lincoln
Security Question* In what city were you born? ▾
Answer* Lincoln

Previous Register Cancel

Last updated 10/19/2018

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



Create User Account

Enter Provider Info Create User ID & Password **Confirmation**

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.

[Return to Home Page](#)

Go to Account Creation Email

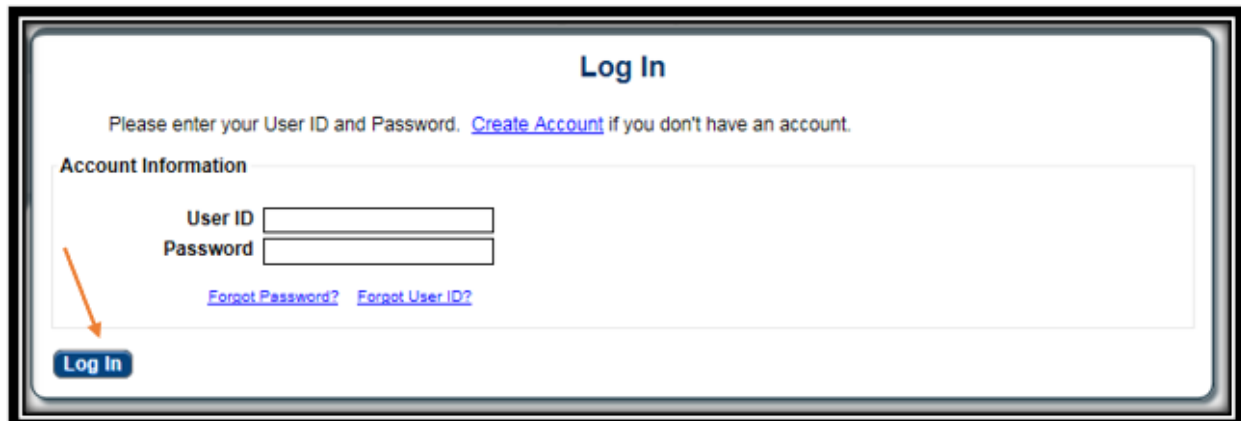
YOU MUST CLICK THE LINK IN THE EMAIL TO ACTIVATE THE ACCOUNT.

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



Log In

Please enter your User ID and Password. [Create Account](#) if you don't have an account.

Account Information

User ID

Password

[Forgot Password?](#) [Forgot User ID?](#)

[Log In](#)

Next Steps

See Provider Management Home and Enrollment /Revalidation Provider Ed & Training Resources for the appropriate business type 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.