Nebraska Provider Screening and Enrollment
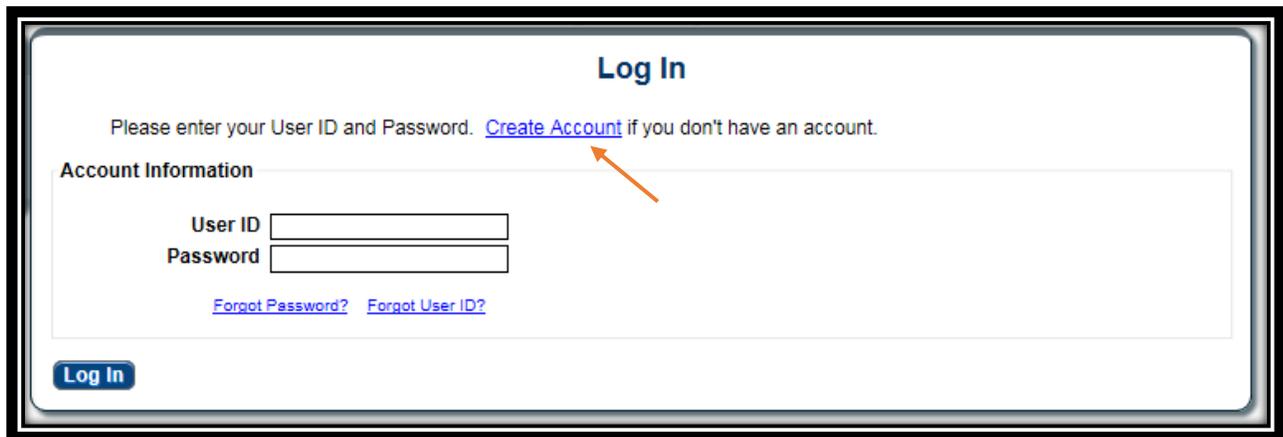
Group Member

Group Member - Account Creation

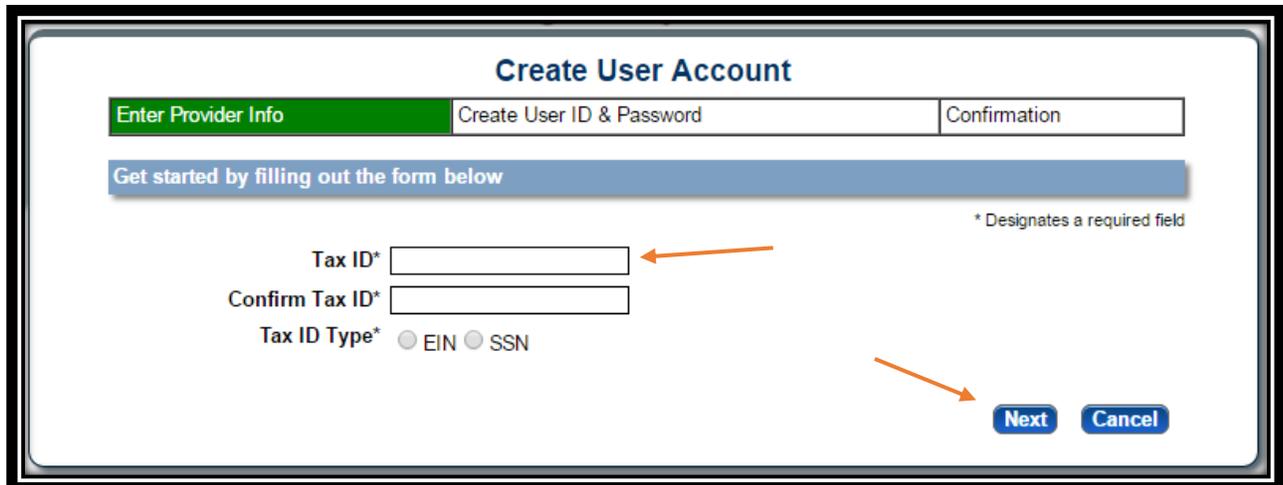https://www.nebraskamedicaidproviderenrollment.com

The steps below will guide you through the process of creating a user account for group members. These providers work within a group and may have a NPI.

1. Click on **Create Account**

2. Enter and confirm the Tax ID for the provider. Group Members use a Social Security Number (SSN). Select **Next**.

3. Select **Next**.
    *   An existing provider will receive the following message. Confirm the NPI and select **Next**. If this information is not requested then you are a new provider.

Create User Account

Enter Provider Info	Create User ID & Password	Confirmation

Get started by filling out the form below

* Designates a required field

Tax ID* [▮▮▮▮▮▮▮▮▮▮]

Confirm Tax ID* [▮▮▮▮▮▮▮▮▮▮]

Tax ID Type* ○ EIN ◉ SSN

There is an existing provider(s) in the system that uses the Tax ID you have provided. Please supply the additional fields below to authenticate the creation of your User Account.

NPI [_____] (if applicable)

[Next] [Cancel]

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 |

Please enter your contact information

* Designates a required field

Contact Name* Jane Doe
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]

5. **You are now seeing a confirmation screen stating that an Email has been sent to the email associated to this account. YOU MUST CLICK THE LINK IN THE EMAIL TO ACTIVATE THE 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

6. Clicking the link in the email will redirect you to the Log In Screen. 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

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.