

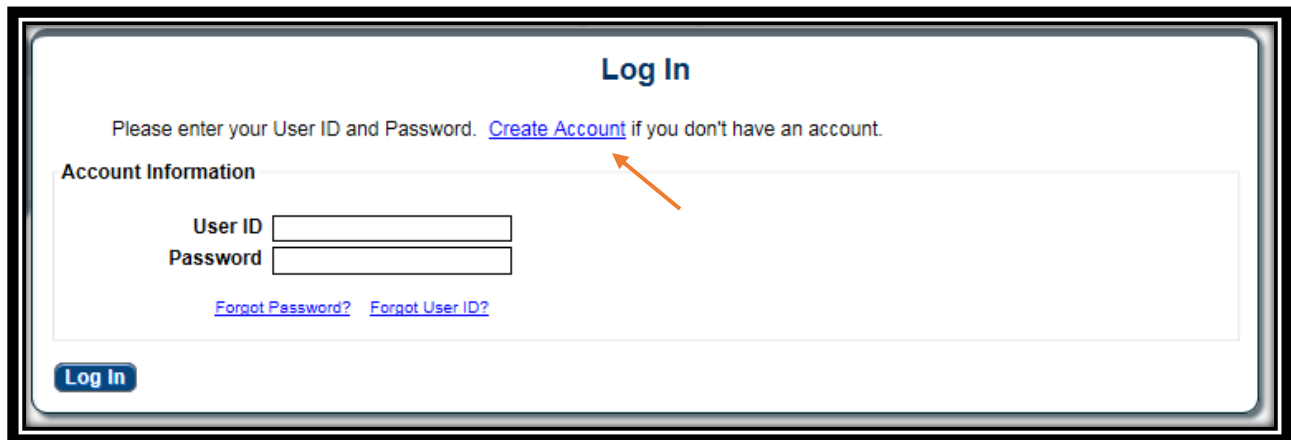
Nebraska Provider Screening and Enrollment Home Care Based Services (HCBS)

User Account Creation

<https://www.nebraskamedicaidproviderenrollment.com>

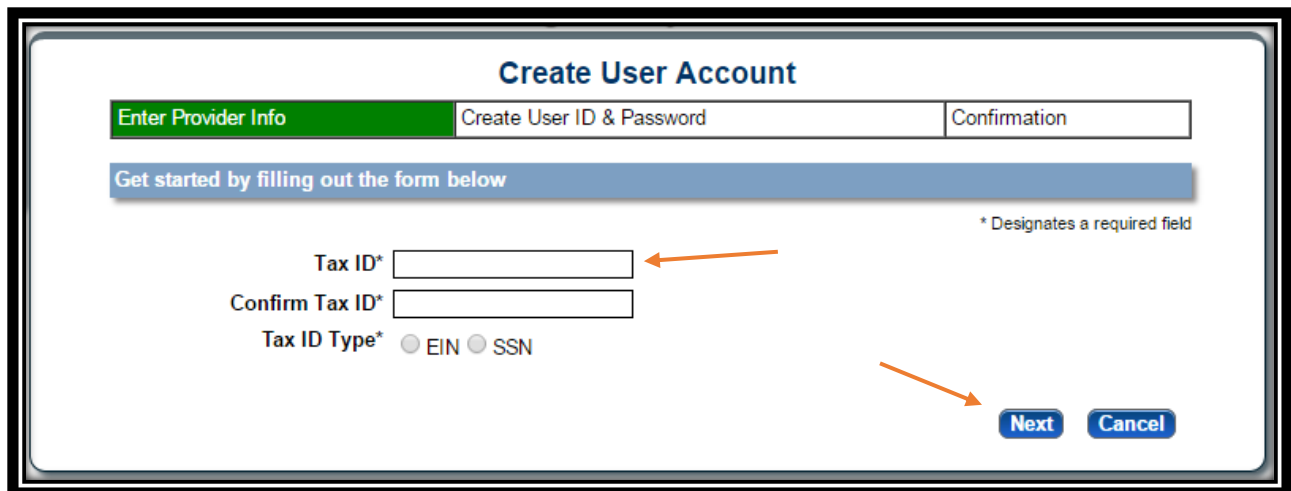
The steps below will guide you through the process of creating a user account for HCBS providers

1. Click on **Create Account**



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

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



The screenshot shows a "Create User Account" page. At the top, it says "Create User Account" in blue. Below that, there are three tabs: "Enter Provider Info" (highlighted in green), "Create User ID & Password", and "Confirmation". Below the tabs is a blue bar that says "Get started by filling out the form below". There is a note: "* Designates a required field". There are two input fields: "Tax ID*" and "Confirm Tax ID*". Below these fields is a "Tax ID Type*" section 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 "Next" button.

3. Select **Next**.
 - An existing provider will receive the following message. To complete this screen the provider must confirm their existing zip code, their Medicaid Provider ID and select

Next. All information must match what is in the system. If this information is not requested then you are a new provider.

Create User Account

Enter Provider Info	Create User ID & Password	Confirmation
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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.

Zip Code*

Medicaid ID*

(* Please enter the exact number provided including leading zeroes.)

NextCancel

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) special character
 - Example: Abcde123!
- Click **Register**.

Create User Account

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

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*



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.