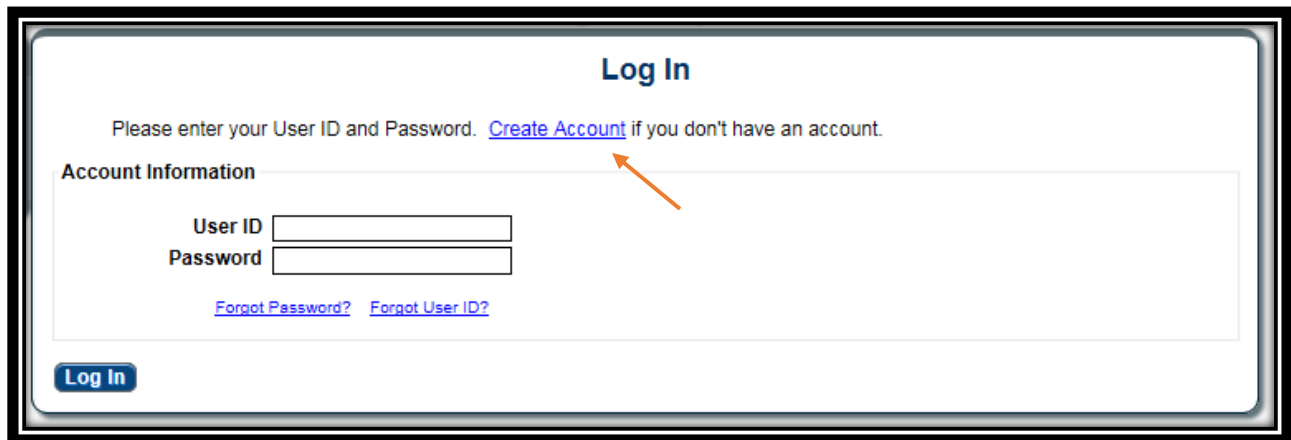


Nebraska Provider Screening and Enrollment Individual/Solo, Group/Institution, Facility, Pharmacy Account Creation

<https://www.nebraskamedicaidproviderenrollment.com>

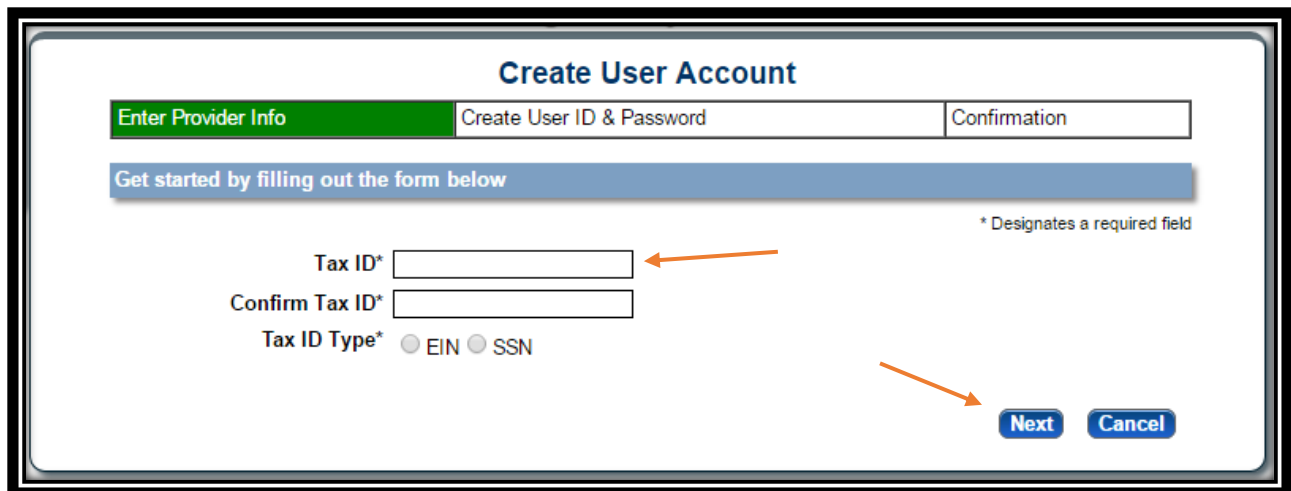
The steps below will guide you through the process of creating a user account

1. Click on **Create Account**



The screenshot shows the '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 of the form area is a blue 'Log In' button. An orange arrow points from the 'Create Account' link to the right.

1. 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.



The screenshot shows the 'Create User Account' page. At the top, it says 'Create User Account' in blue. Below that is a progress bar with three steps: 'Enter Provider Info' (highlighted in green), 'Create User ID & Password', and 'Confirmation'. Below the progress bar is a blue bar that says 'Get started by filling out the form below'. There is a note '* Designates a required field'. The form has 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 of the form area are two blue 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.

2. 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. If this information is not requested then you are a new provider.

3. 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

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*

Previous Register Cancel



4. 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](#)

5. 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 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.