



**Before starting the HealthPartners Provider portal registration process, please note:**

- Your organization can only be registered once.
- There are two registration paths: one if you are a provider and one if you are a billing organization.
- Instant registration can be completed today if you have a vendor#, NPI#, tax id and check#.
- If no check# is available, you can register using the US Mail option.
- The first person to register is assigned delegate status to create and maintain accounts for other staff.
- Delegates can also create additional delegate accounts if required.

**Click desired path below to get steps for registering:**

- **PROVIDER REGISTRATION**  
Includes medical, dental, behavioral health, elderly waiver services, interpreters, hospitals, nursing homes, personal care attendants, billing departments within large care systems and more – as long as you work for the company that provides the services.
- **BILLING ORGANIZATION REGISTRATION**  
If you are contracted to provide services on behalf of a provider, you will register as a billing organization. All provider Tax ID/NPI access can be under your organization.

## PROVIDER REGISTRATION:

1. Go to [www.healthpartners.com/provider](http://www.healthpartners.com/provider)
2. Click “Register your facility” link, “Register here” link, or “Register your facility” button.
3. Select “I work for a health care provider.”

4. Choose one of three registration paths (Vendor #, Tax ID/NPI, or US Mail) and complete required fields.
5. Select your provider and continue.  
**HINT:** The address displayed is a guide to select the correct provider (if more than one is available). An outdated address will not impact your registration or claims. If you do not recognize the provider information presented, you have the option to select “My provider is not listed”. This will redirect you to a form that routes to Provider e-Services, and someone will contact you to assist.
6. Complete contact information (your name, not the doctor or facility name) and continue.
7. Create your account information and submit.  
**HINT:** Individuals cannot share accounts. You will have the ability to create other staff accounts once your registration is completed and you are given delegate status.
8. Registration confirmation page displays; click log on to enter your username and password.
9. Accept Provider Portal Terms of Use, and accept Delegate/Site Administrator Terms of Use.
10. **Completed!** You are ready to begin navigating and accessing the secure site. (If you chose the US Mail registration path, you will wait for a PIN code to arrive in the mail.)

**HINT:** If you are looking for check detail or EOB information, use the default “Remittance Inquiry” application.



## BILLING ORGANIZATION REGISTRATION

1. Go to [www.healthpartners.com/provider](http://www.healthpartners.com/provider)
2. Click “Register your facility” link, “Register here” link, or “Register your facility” button.
3. Select “I work for a billing organization.”

The screenshot shows a web page titled "Self Registration". Under the heading "Please tell us who you are:", there are two columns of text. The left column is for "Health Care Provider" and the right column is for "Billing Organization". Below each column is a button: "I work for a health care provider" and "I work for a billing organization". A red arrow points to the "I work for a billing organization" button. At the bottom of the page, there is a link: "Need to add facilities to your account? Contact your [delegate](#)."

4. Enter your billing organization’s full name, Tax ID and continue.
5. Enter your contact information to create an account in your name and submit.
6. Registration confirmation displays; click log on to enter your username and password.
7. Accept Provider Portal Terms of Use, and Delegate/Site Administrator Terms of Use.
8. Add provider (s) by entering Tax ID and NPI. Search for provider.
9. Select provider and continue.
10. Enter the provider contact information (not a billing service contact). An email or fax will be sent to the provider to request authorization. Once the provider responds to the request, you will have access.

**Completed!**