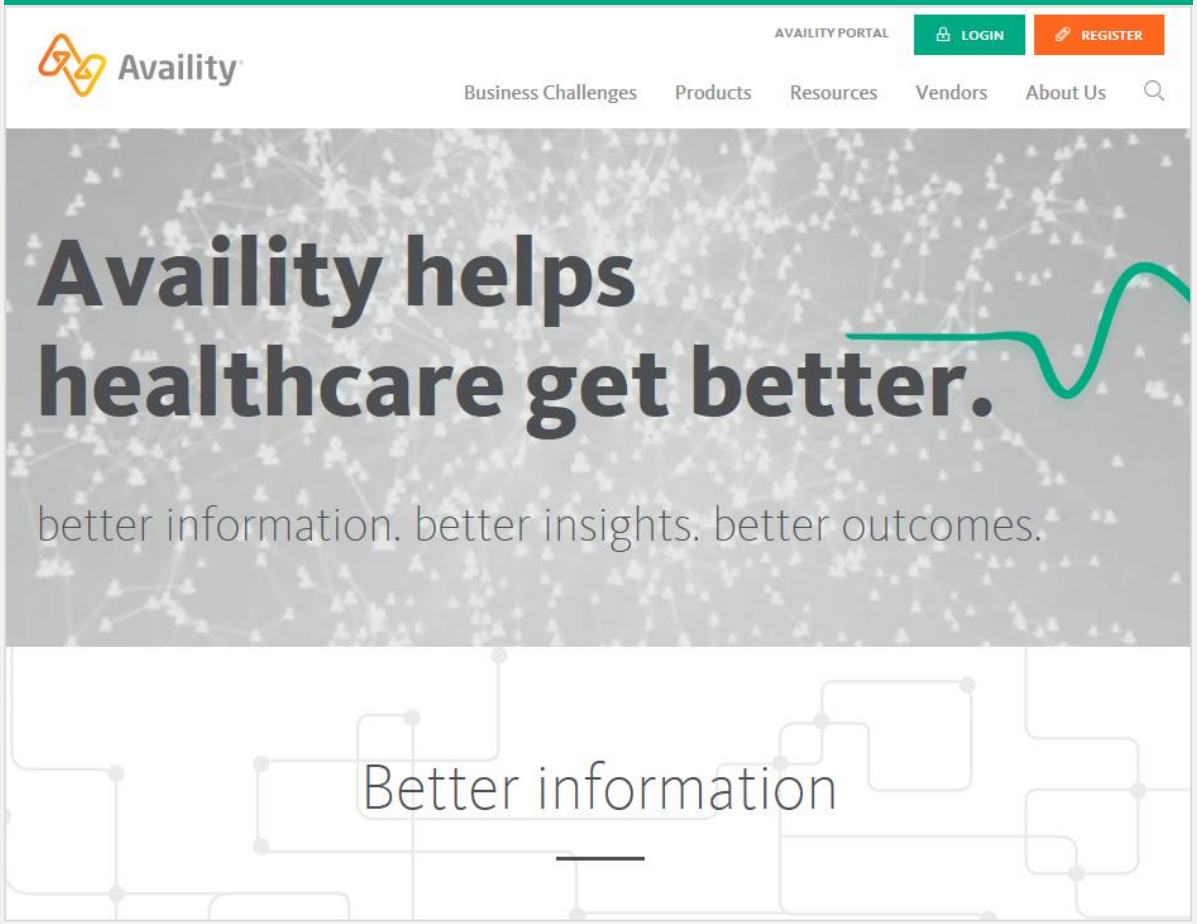
Availity Portal Registration

USE OUR ONLINE WIZARD TO REGISTER TO USE OUR WEB PORTAL



COMPLETE THESE STEPS:

1. Gather this information about your organization:
   - Organization name
   - Contact information for the person in your organization who:
     - Is legally entrusted to sign documents.
     - Grants access to your users.
   - Tax ID and NPI.
   - Check information (with EFT trace number and check amount) from certain health plans that you submit to. This information helps speed your registration approval.
2. Go to www.availity.com.
3. On the Availity home page, click REGISTER
4. Review the **REQUIREMENTS**, and then click **Let's Get Started**!
5. Follow the registration wizard prompts to complete each section of the online form.

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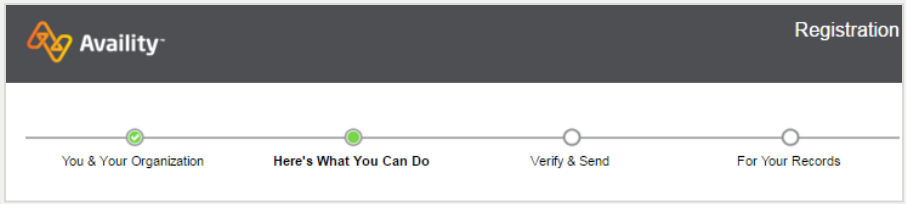
FAQs

	Question	Answer
User ID Password	**If I can't finish my registration in one session, does the wizard save the user ID and password I entered?**	Yes. The wizard saves your information and you can use that to resume your registration. Just be sure to remember it!
Registration Wizard	**What sections must I complete in the registration wizard?**	All sections: • **You & Your Organization** • **Here's What You Can Do** • **Verify & Send** • **For Your Records**
Here's What You Can Do	**Help me understand the Here's What You Can Do page.**	This is where you designate the person or persons responsible for managing Availity within your organization.
Application Submission	**What happens after I submit my application?**	After Availity verifies your organization, we send e-mail messages that include your new Availity Portal IDs and temporary passwords. Follow the instructions in each e-mail message.