

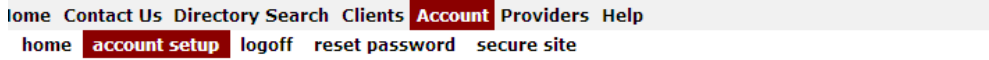
Oregon Medicaid Provider Portal Quick Set Up Guide

Activate your account at <https://www.or-medicaid.gov>



You will need the PIN letter sent by OHA and your Oregon Medicaid Provider ID.

■ Click **Account**, then **Account Setup**, then enter the following information:



- **Login ID:** Your Oregon Medicaid Provider ID
 - **Personal Identification Number:** From your PIN letter (case-sensitive)
- Click “**setup account**” when done.

■ Enter the following information. **All fields are required:**

- **User name:** Make it unique.
 - **Contact name phone, and email:** For the person who will act as your web portal administrator and manage staff access.
 - **Secret question** answers are case-sensitive.
- Your **Password** must be at least 8 characters, not contain your account name or full name and include:
- UPPER-CASE letter
 - lower-case letter
 - Number, blank space or special character such as !, @, & (do not use blank spaces at the beginning or end of your password).
- Click “**I Agree**” and “**submit**” when done.

Give staff web portal access

For each person who needs web portal access:

- Click **Account**, then **Clerk Maintenance**, then “**add clerk.**”
- Search for and select the people you want to add as clerks.
- If you need to add new staff as clerks, enter the following information:



■ Assign roles by clicking on each desired “**Available Role.**”

■ Click “**submit**” when done.

Click “**add clerk**” to repeat the process for another person.

- **User name:** Make it unique.
- **Clerk name phone, and email**
- **Password** (temporary), has same requirements as login password

- ### Available Roles:
- **Benefits HSC Inquiry:** Verify specific service coverage by benefit plan and Prioritized List.
 - **Claim Inquiry, Claim Submit and Claim Void**
 - **Clerk Maintenance**
 - **Demographic Maintenance** (e.g., change office hours)
 - **Drug Search:** View coverage, Prior Authorization and rate information
 - **Eligibility Inquiry**
 - **Online RA**
 - **Plan of Care Search**
 - **Prior Authorization Inquiry and Prior Authorization Submit**

Questions? Call Provider Services at 800-336-6016 (option 5) or visit the OHP provider website at [OHP.Oregon.gov/Providers](https://www.ohp.org/providers).