Provider Portal Instructions

Healthy Connections PRIME

1. Log into the Phoenix Provider Portal at https://providers.phoenix.scdhhs.gov/login

2. Click the **Profile** tab.

3. Click the **Agreements** sub-tab.

4. Click the **Healthy Connections Prime Agreement**.

5. Read the agreement.

6. Click the check box stating "I agree to the Terms and Conditions".

7. Type the name and title of the person accepting the terms and conditions on behalf of the provider agency.

8. Click the **Sign Agreement** button.

9. To print the signed agreement, click the **Download Signed Copy** button.

   - The user will be asked to enter a password. The password is the user's login ID.

   - Click your web browser's Print button or right mouse click on the document to print.