

## Provider Portal Instructions



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

A screenshot of the Phoenix Provider Portal login page. The page has a header with the Phoenix Provider Portal logo and a "Sign in" button. Below the header, there are two announcement boxes. The first box, dated 01/29/2016 - 02/25/2016, mentions an information session on February 26, 2016. The second box, dated 02/12/2016 - 02/29/2016, mentions new mobile app user guides. The main content area is a "Sign in" form with fields for "Provider Number", "Login ID", "Password (forgot password)", and "What is 6 + 12?". A "Sign in" button is located at the bottom of the form.

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.