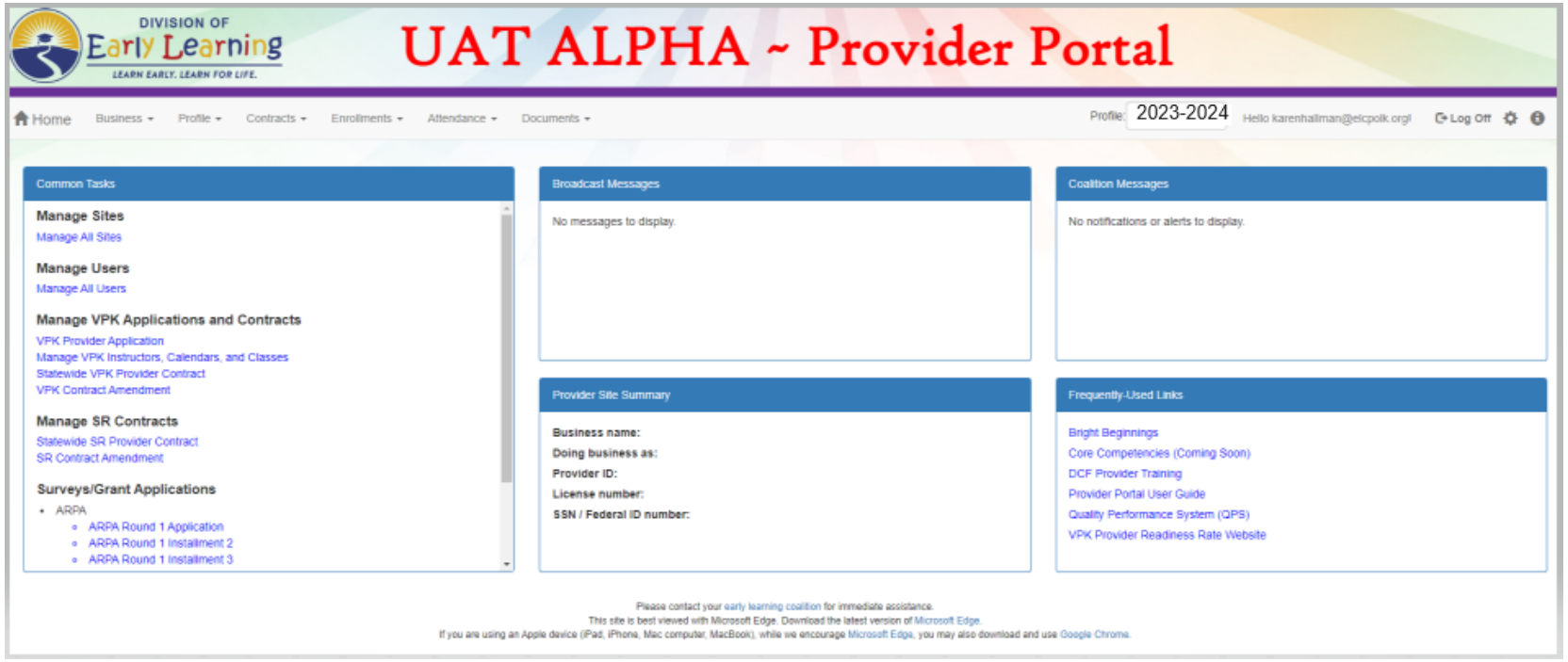
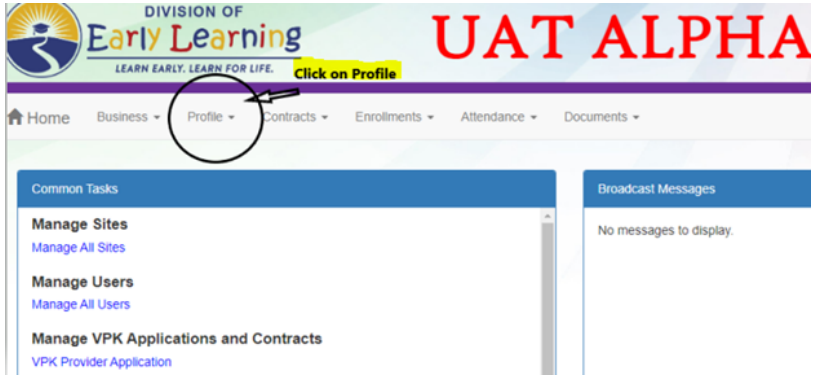




Provider Services Portal

Main Login Dashboard

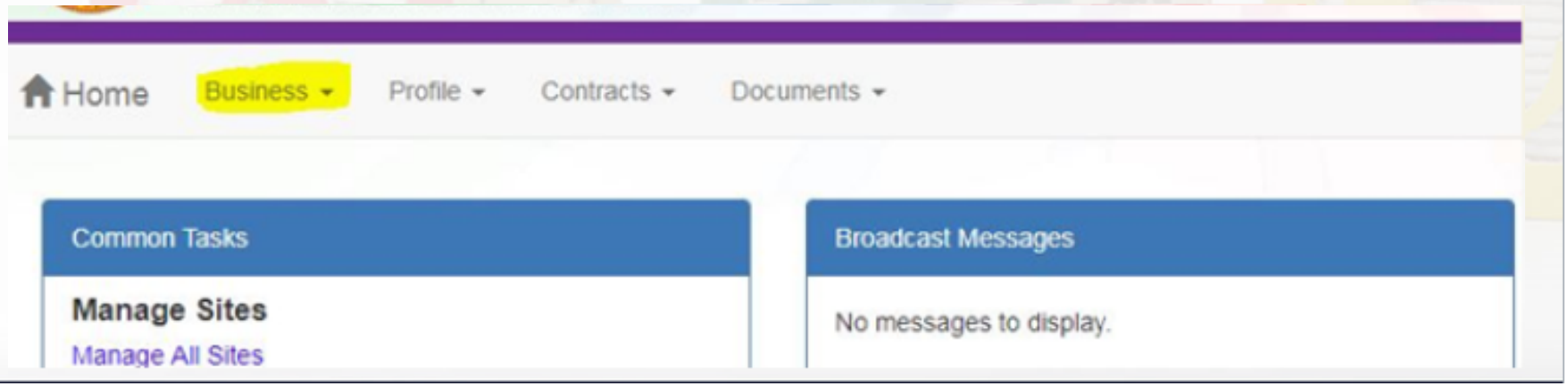
Provider Services Portal

- The Business Information page collects business information about the provider, including business name and address information, and it is shared among additional sites (if any). Only a Business Administrator may edit the information on this page.

- **NOTE:** The Business Information Tab must be reviewed/updated before the profile may be submitted.

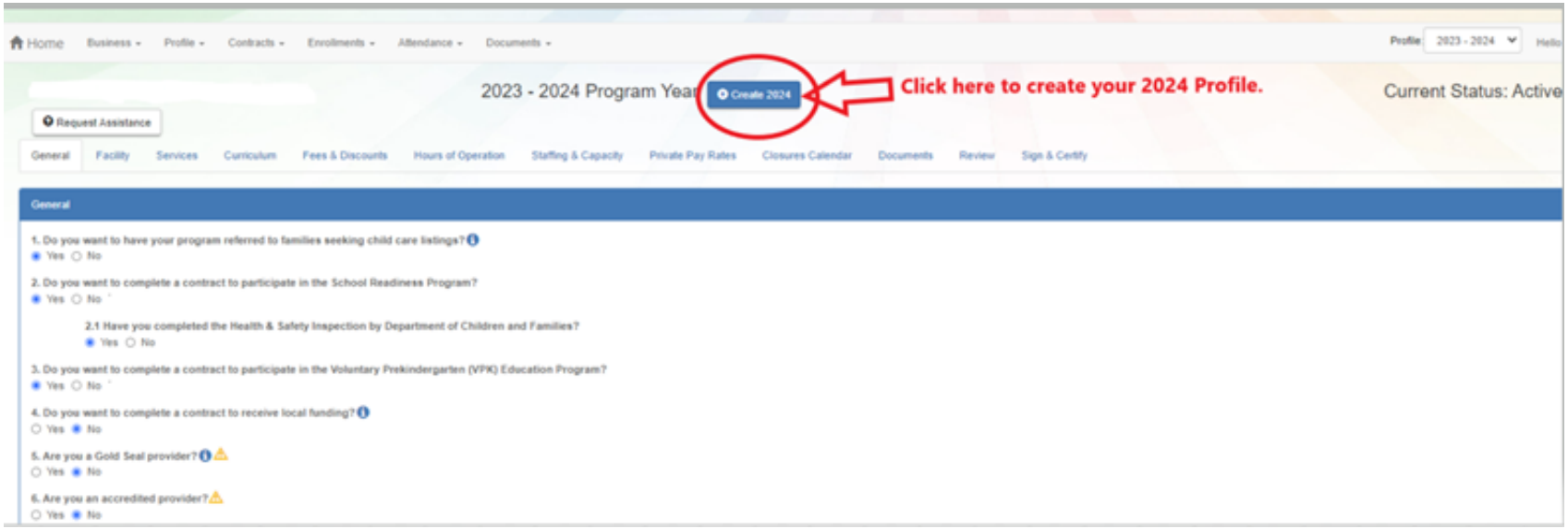
To complete the Business Information page, click the **Business** dropdown menu from the Provider Dashboard.

Then, click **Business Info**.

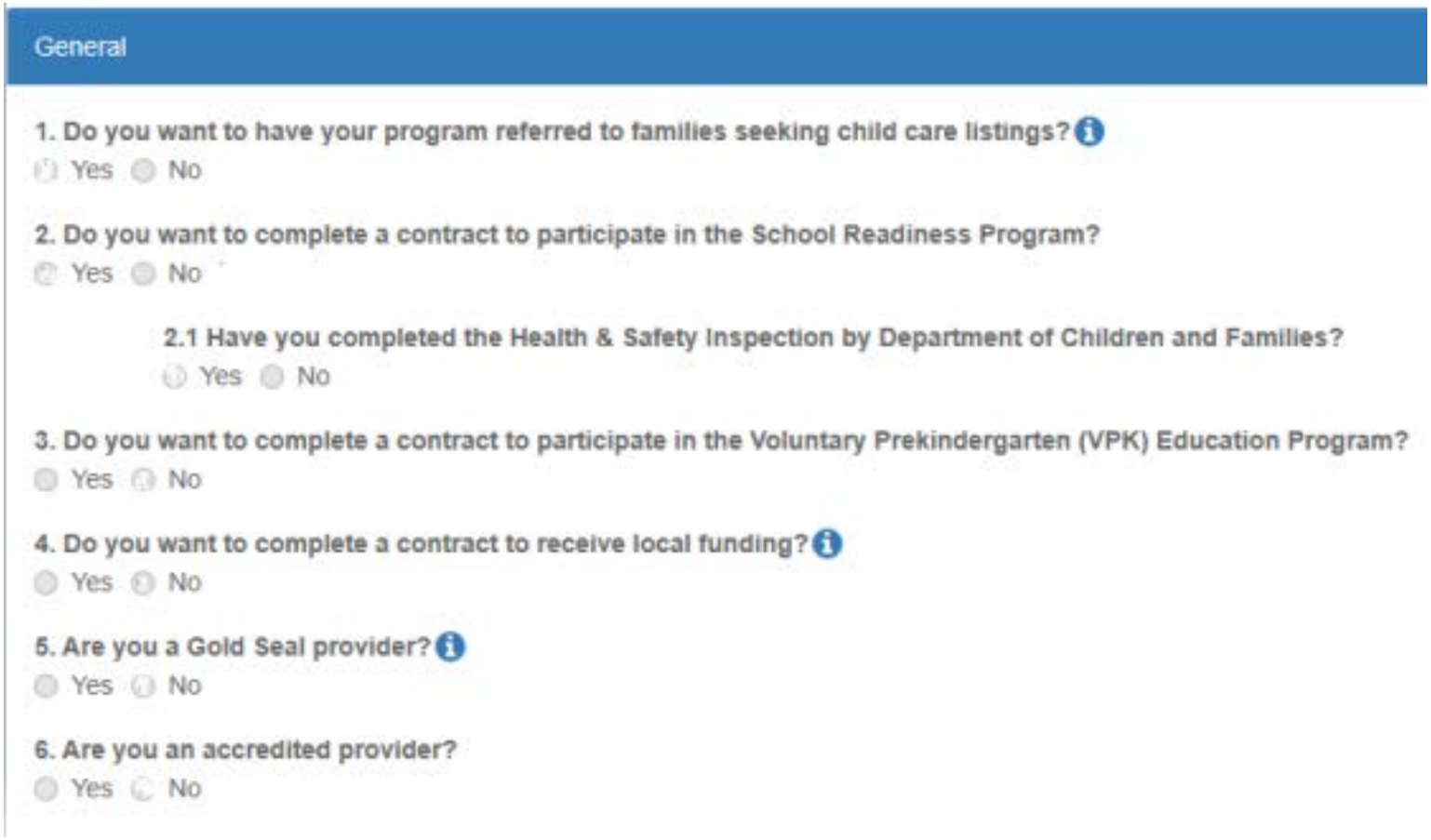


Provider Services Portal

- You will be asked a series of questions to assist in filling in the Provider Profile

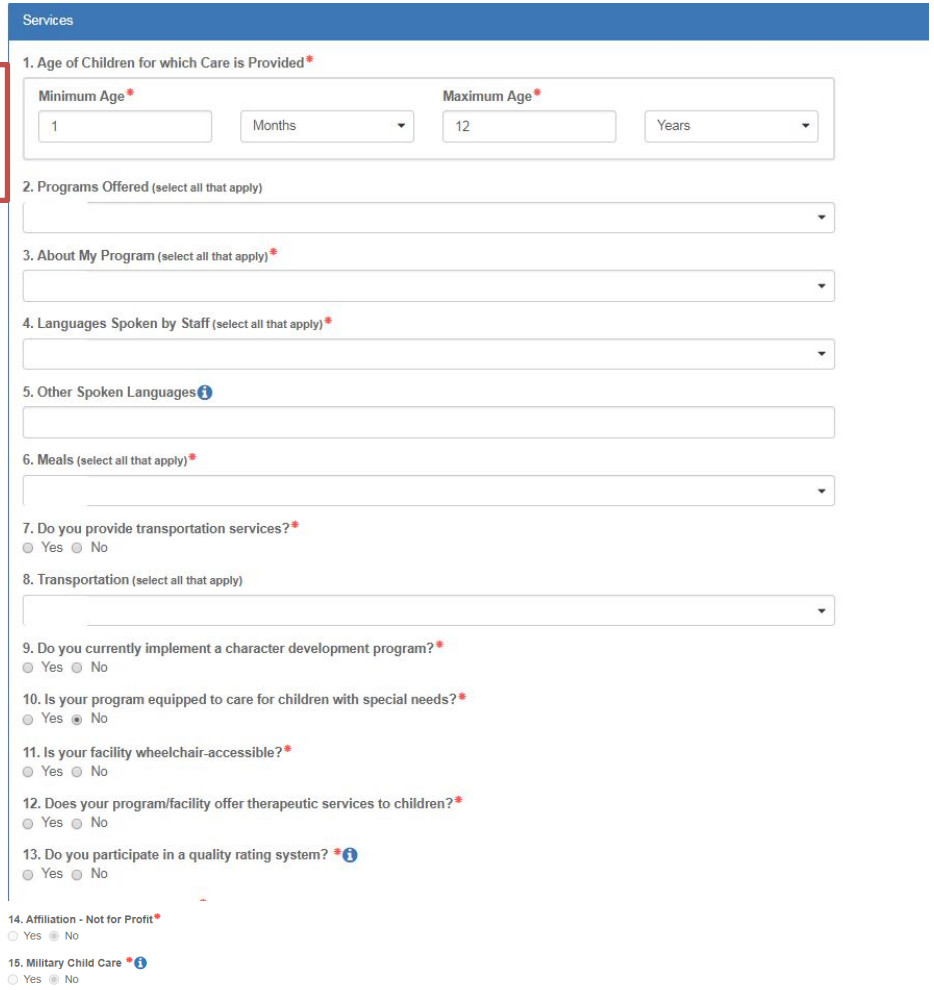


Provider Services Portal



Provider Services Portal

On the “Services” Tab: Question 13: “Quality Rating System. Select No.

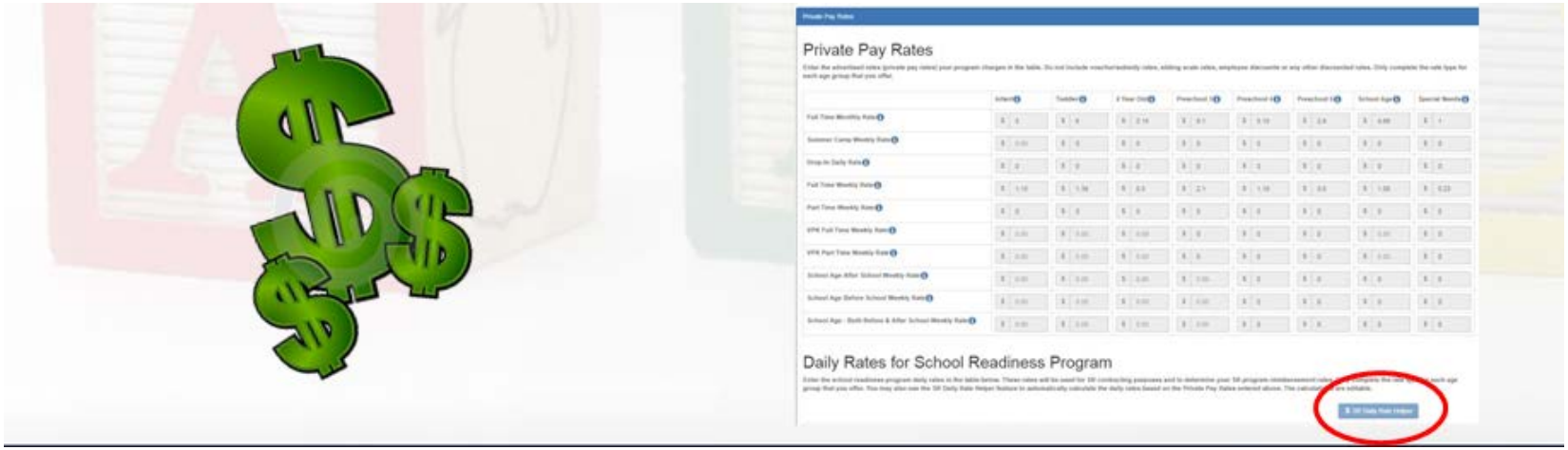


Provider Services Portal

Private Pay Rates

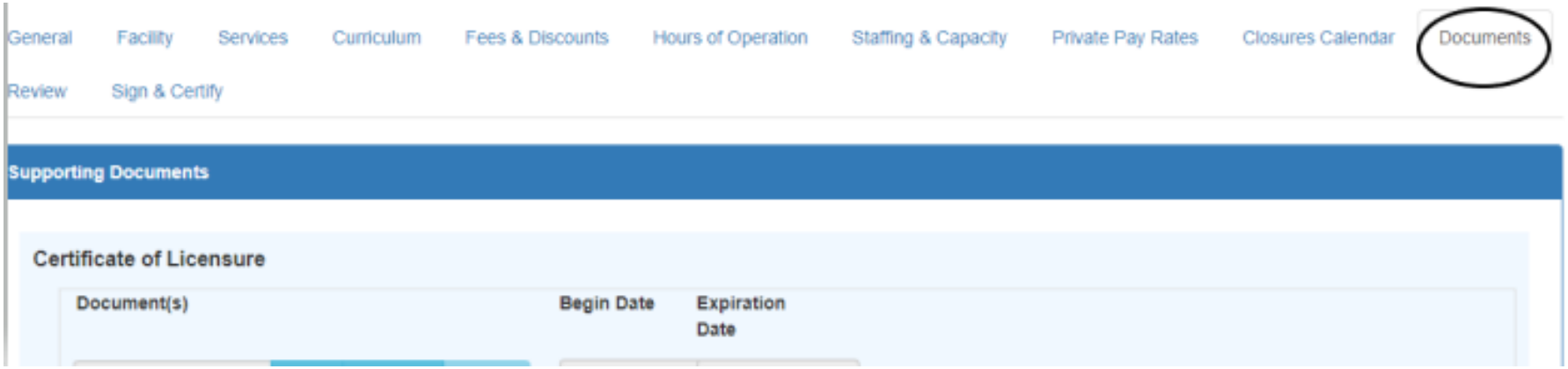
- The Private Pay Rates tab collects information on the provider's private pay rate based on unit of care and care level. The Provider Portal user must enter in the private pay rates for each "Unit of Care" and "Care Level" offered by the provider. Shaded cells do not permit entry. If care is not provided for that Unit of Care and Care Level, no entry is needed.

- The Helper button will automatically calculate the rates based on the Full Time Monthly Rates or Full Time Weekly Rates, and the Part Time Weekly Rates entered in the Private Pay Rates section. The rates are also editable after calculation.



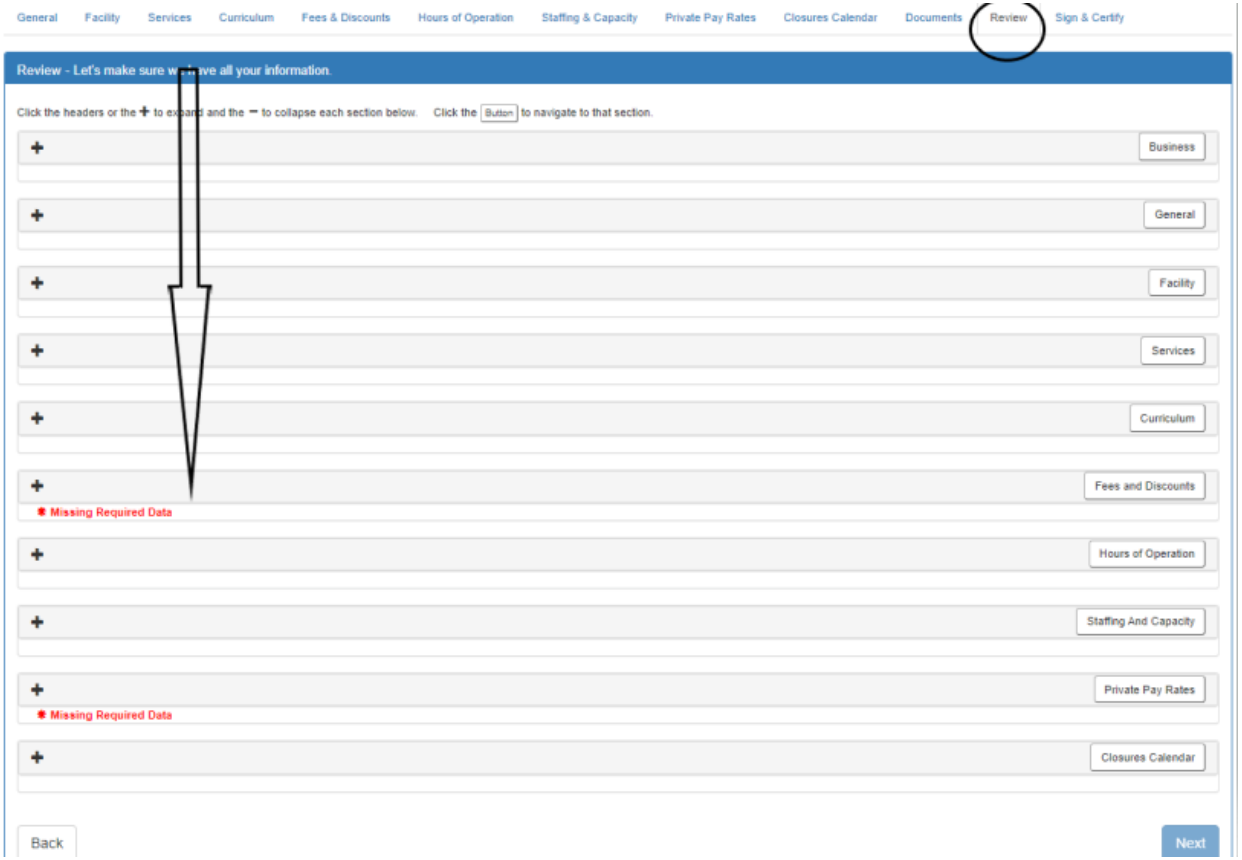
Provider Services Portal

- Documentation will be uploaded based on your answers to the questions and used as reference for your contract.

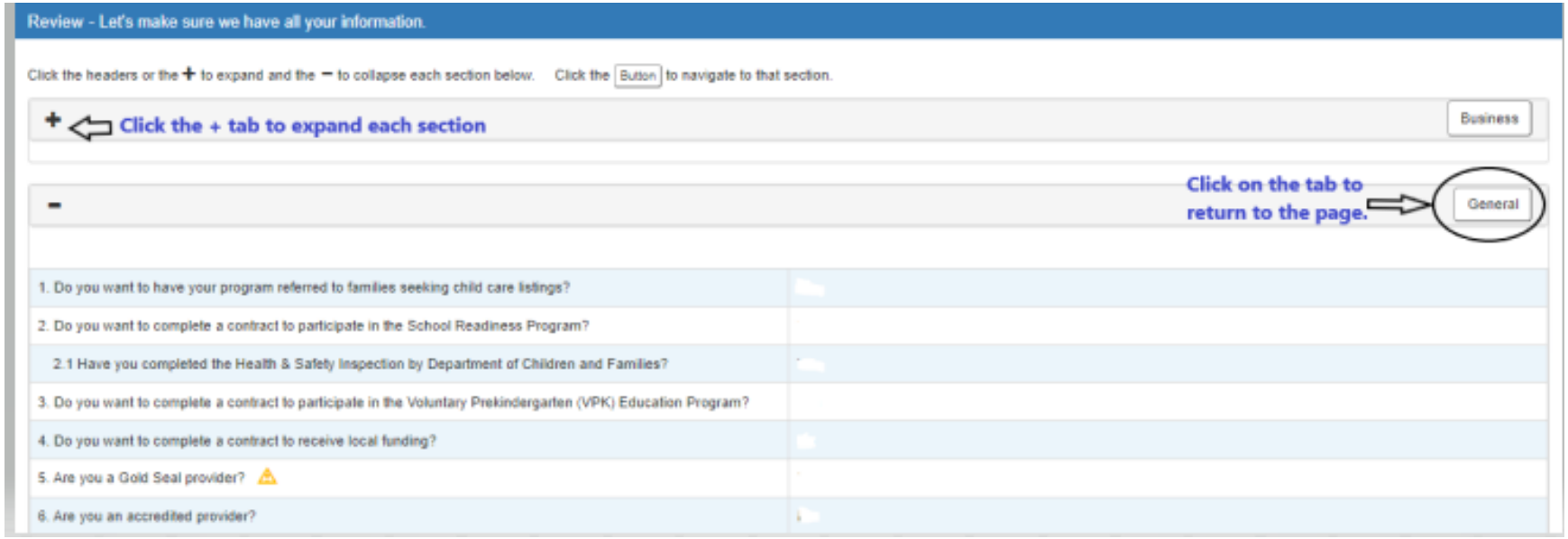


Provider Services Portal

- Review Profile for missing information

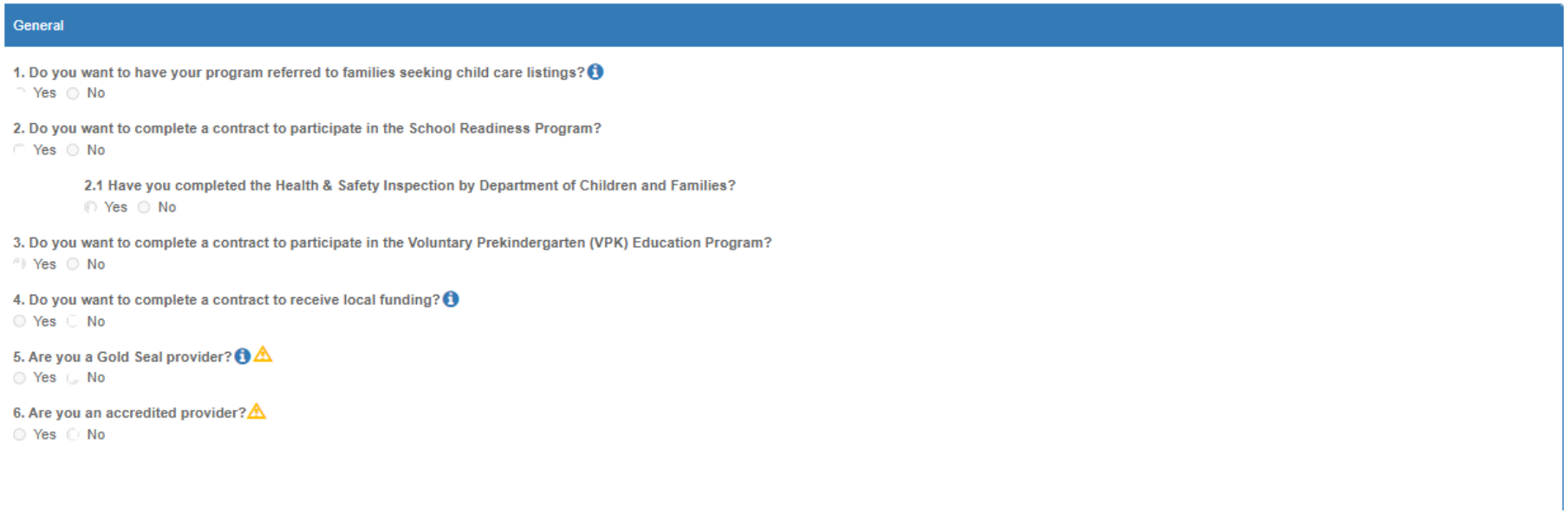


Provider Services Portal



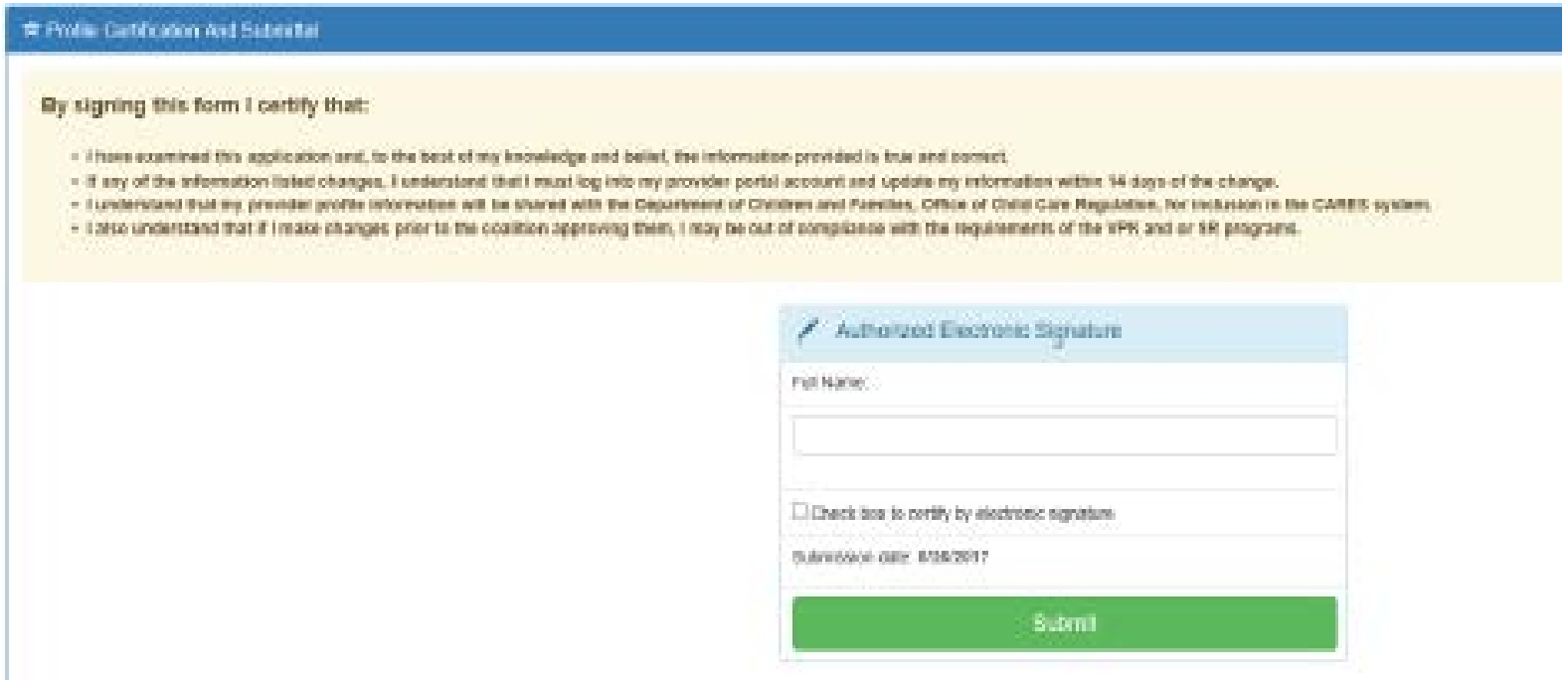
Provider Services Portal

- **ALL BOXES MUST BE COMPLETED BEFORE SUBMITTING**



Provider Services Portal

- Sign and Certify
  - To submit the Provider Profile, the Full Name must ***exactly match*** (and is case-sensitive) the name entered on the Manage Users page, the Provider Portal user must check the “Check box to certify by electronic signature” check box and click the Submit button.



Provider Services Portal

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