

PROVIDER PORTAL REGISTRATION

Register for the Provider Portal: A Step-by-Step Guide

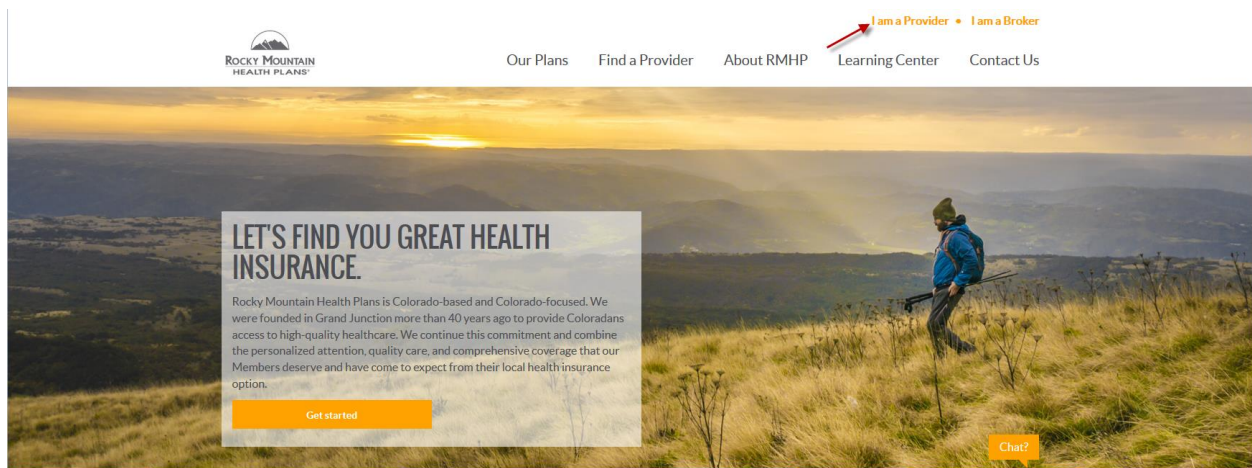
Welcome to accessRMHP!

Once you have registered, the provider portal will allow you to verify information about and check the status of:

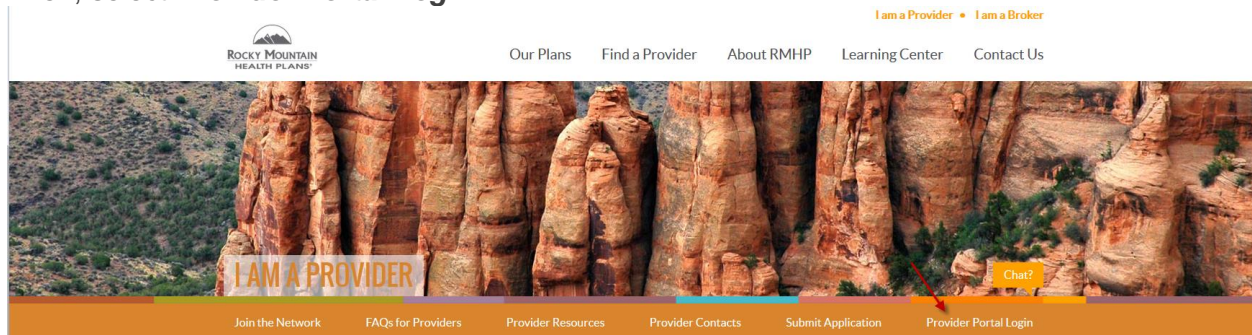
- Eligibility
- Benefits
- Claims
- Remittances
- Authorizations

Step 1 – Navigate to Registration

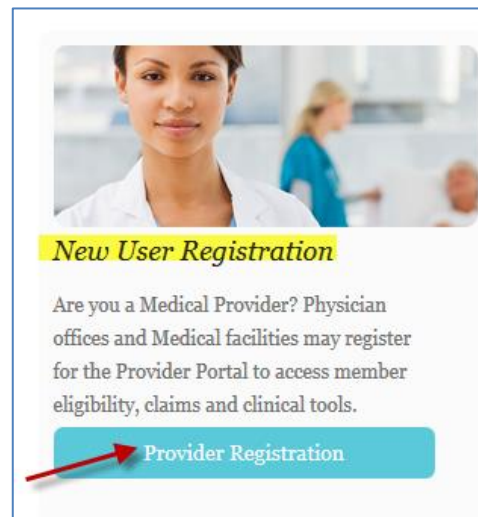
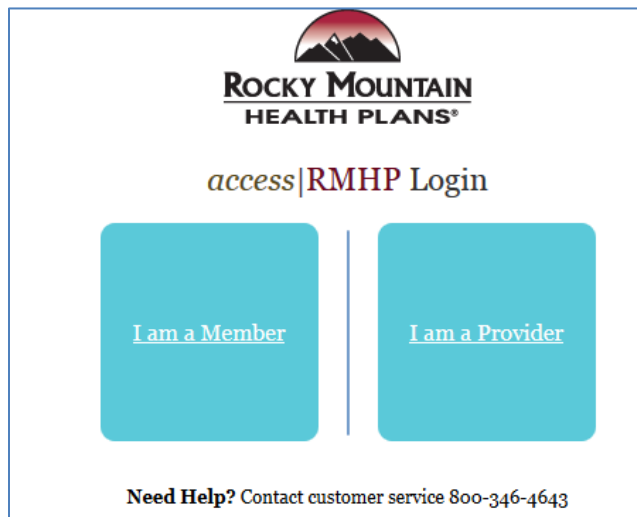
Visit rmhp.org and select ***I am a Provider*** in the top right-hand corner.



Then, select ***Provider Portal Login***



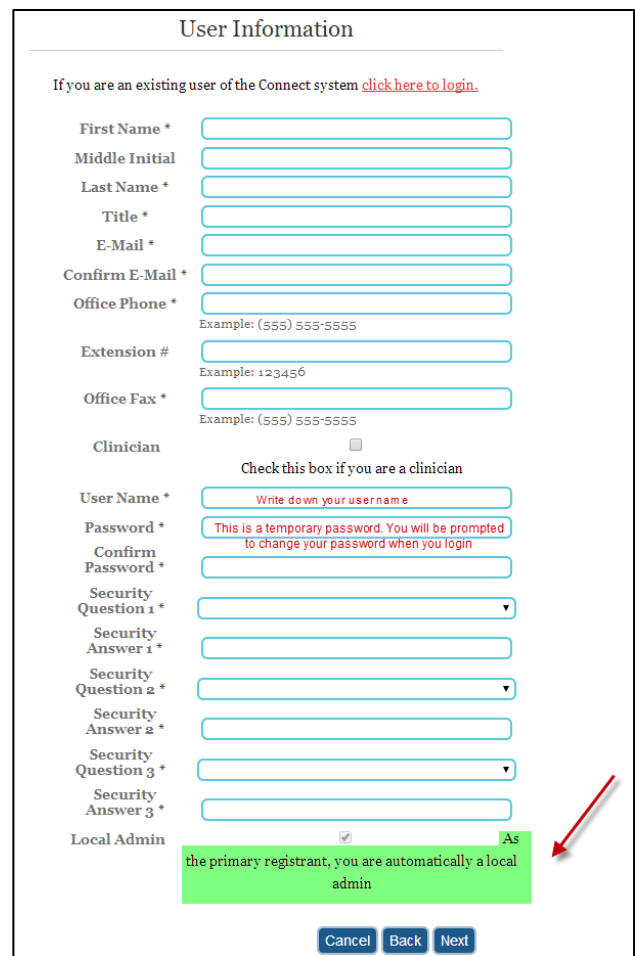
Next, choose *I am a Provider*, then click the *Provider Registration* button under the New User Registration section.



Step 2 – Complete Registration

Please note that only one person per office (the main office contact) needs to complete these registration steps. The main office contact will have the ability add additional users.

- 1. Complete the Online User Agreement**
Read the user agreement and complete the required fields on the form. When you're finished, click *Submit*.
- 2. Enter user registration information in accessRMHP**
After you complete the User Agreement and click Submit, you will see instructions for submitting user registration information in accessRMHP and a link to the registration screens. Input the required information for all of the users in your office. When you've completed adding all users, click *Finish*.
- 3. RMHP confirms your registration**
Your account is not active until RMHP confirms your registration, which typically takes 1-2 days. When registration is confirmed, you will receive an e-mail that your account is active, and you can log in to accessRMHP.



The image shows a "User Information" registration form. It starts with a link: "If you are an existing user of the Connect system [click here to login.](#)". The form fields include: First Name *, Middle Initial, Last Name *, Title *, E-Mail *, Confirm E-Mail *, Office Phone *, Extension #, Office Fax *, Clinician (checkbox), User Name *, Password *, Confirm Password *, Security Question 1 *, Security Answer 1 *, Security Question 2 *, Security Answer 2 *, Security Question 3 *, Security Answer 3 *, and Local Admin (checkbox). A green box highlights the text: "As the primary registrant, you are automatically a local admin". At the bottom, there are "Cancel", "Back", and "Next" buttons. A red arrow points to the "Local Admin" checkbox.

If you are the first person from your office to register or you are registering independently, you will be designated as the local administrator. If you are registering as the local administrator, you will be assigned the role of main office contact in Health Trio. The main office contact is responsible for adding and deleting users as necessary. If your office has a local administrator established, please have the local administrator submit the registration request.

Search for your provider office using the drop-down prompts in each search box. If you have providers who are associated with a practice, you don't need to add each individual provider.

If your office or provider is not listed in the Search Results, choose *My office is not listed*. You will be prompted to enter your office information on the next screen.

Provider Name	Office Address
HHP National macy	2775 Crossroads Blvd, Grand Junction, CO 81506

You will have the opportunity to add additional providers and users before you complete your registration.

Step 3 – Wait for Confirmation

Once you have completed your registration, you will receive an email with your registration information.

Your registration will remain pending until it is confirmed by RMHP. Confirmation usually takes one to three business days.

Congratulations! You are now registered. Enjoy using the access|RMHP provider portal.

