Accessing ProviderOne through OneHealthPort

Step 1: Go to OneHealthPort's single sign-on page at www.onehealthport.com/sso

Step 2: Click on the ProviderOne logo:

Step 3: Sign in using your **OneHealthPort** Subscriber ID (example: OHPjsmith123) and password:

Step 4: Select the district's ProviderOne domain number from the drop down and then click 'Go'.

Step 5: Choose the the *EXT Provider Super User* profile and then click 'Go'.*

Step 6: You should now be at the ProviderOne main page and can enroll new providers, review the district's remittance advices, view the district's information, etc.

*Note: If the *EXT Provider Super User* profile is not one of the options on the drop-down list, the district's OHP Administrator must add the 'Office Manager' role to your subscriber profile within OHP. Directions on how to add the Office Manager role can be found on the next page.

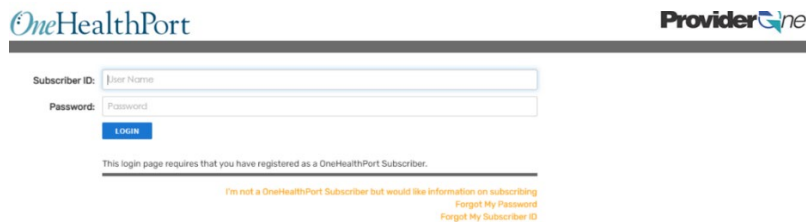# Adding the Office Manager Role in OneHealthPort

Note: The district's OHP Administrator is the only one who can assign roles and add subscribers in OHP.

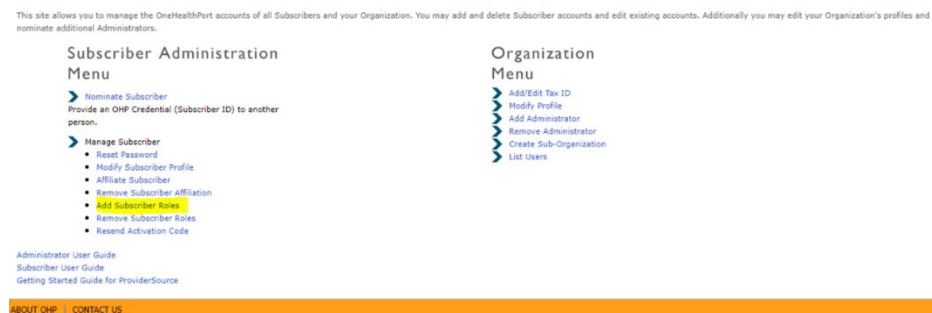**Step 1:** Go to OneHealthPort's single sign-on page at www.onehealthport.com/sso

Step 2: Click on "Administrator Login":
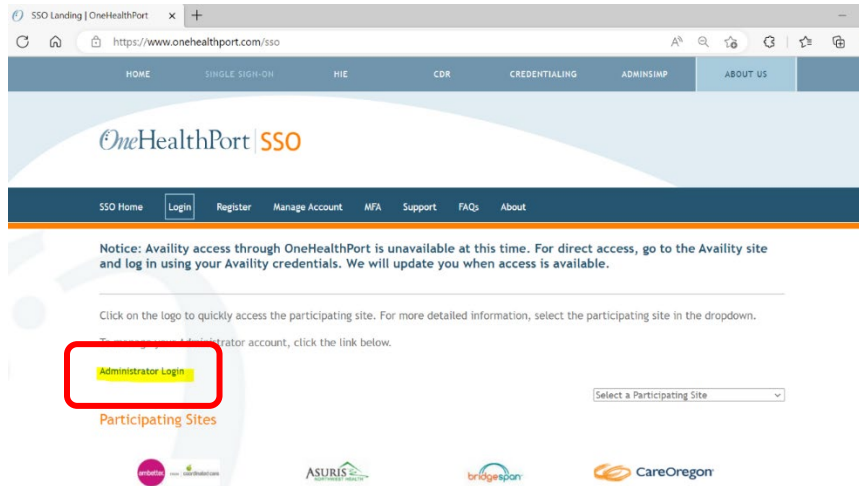
Step 3: Log-in using your OneHealthPort credentials:

Step 4: Click on "Add Subscriber Roles":

Step 5: Choose the district's ProviderOne domain from the drop-down

Step 6: Choose the subscriber you want to update from the drop-down

Step 7: Click on "Office Manager" and then click "Next":