

## Secure Provider Portal Registration



To register for the Secure Provider Portal, follow the instructions below:

1. Go to [www.sunshinehealth.com](http://www.sunshinehealth.com) and select **“For Providers”** at the top of the page.
2. Select **“login”** on the left sidebar, or **“login/register”** in the center of the screen.
3. On the login screen, verify that you are a provider on the drop down box, and click submit.
4. On the provider portal, select **“Create an account.”** Practices are allowed an unlimited number of log-in accounts.

Enter your Tax ID, Name, and E-mail Address, and Create a Password.

(Passwords must be at least 8 characters long, and contain at least one each of the following: lower and upper case letters, and a number or a symbol.)

**NOTE:** If you receive the error message **“We could not find your Tax ID in our system”** please return to our public site and click **“Join Our Network.”** Once your data is in our system you’ll be able to create your account.

5. A registration code will be sent to you via email.

**NOTE:** Only one user per email address and each user must have her or his own account.

6. Enter the confirmation code into the screen below and click **“Confirm.”**

7. Select your security questions and provide your answers.

**NOTE:** You will need these if you forget your password or lock your account.

8. Once activated, you will receive an email informing you to login and enjoy all the features of the site.

**System Requirements:** Access the secure provider website using Internet Explorer 10.0 or higher, Firefox and/or Google Chrome. Each browser should be updated to the most recent version available for optimal performance.