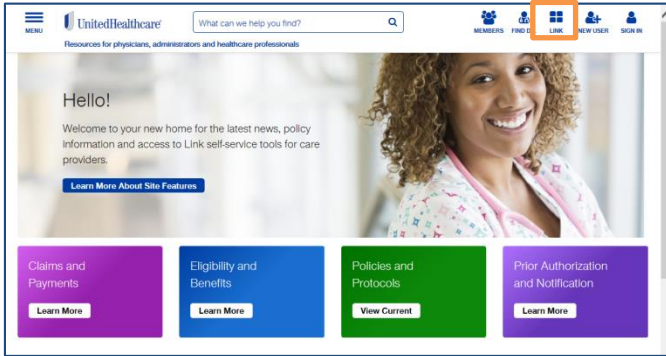


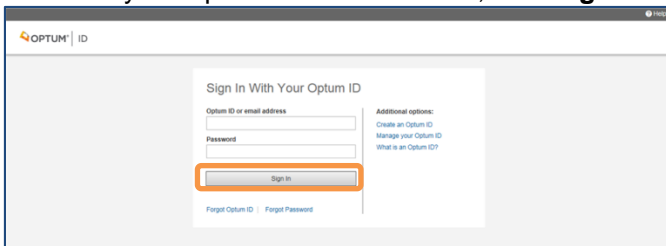
This allows a billing company, with their own Optum ID, to access **Link** then request access to all of the Tax ID Numbers (TINs) on whose behalf they work.

Get Started

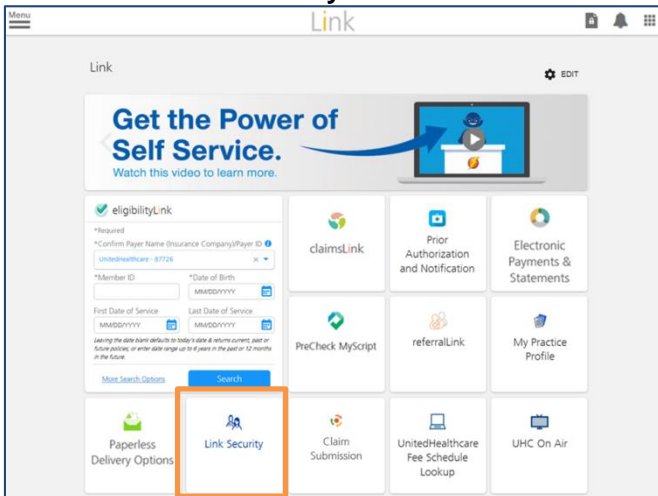
1. From UHCprovider.com, click **Link**



2. Enter your Optum ID and Password, then **Sign In**



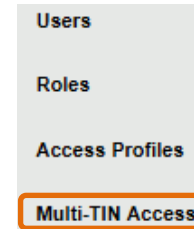
3. Click the **Link Security** tile



NOTE: This app is only available to Password Owners and ID Administrators.

Requesting Access to a Providers Tax ID (continued)

1. Select **Multi-TIN Access** from the left menu bar



2. Click the **Request Access** button.

REQUEST ACCESS

3. Enter the **Physician's Tax ID**, **Zip Code** and **Contact Name** of a person at the Practice/Facility. Repeat for each Tax Identification Number you need to access and link together.

Request Multi-TIN Access

* Indicates Required Field

* Physician/Provider Tax ID:

* Physician/Provider Zip Code:

Contact First Name:

Contact Last Name:

4. Click the **Submit** button to complete the request or **Cancel** to start over.
5. A letter will be mailed to the Physician/Provider office. To approve your request the physician's office can:
 - Approve via UHCprovider.com > Link Security
 - Call the Help Desk at 866-842-3278
 - Pass the security key referenced in the letter received along to you to complete the activation process (instructions provided in this document).
6. You will receive an email notifying you the access has been approved or denied. Until then, the message, "You do not have the correct access rights to view the selected page" will show when you try to access any secure features of Link.

View Status of Multi-TIN Access Request

1. Select the **View Access** button in the **Request Multi-TIN Access** tab to see the status of requests.

VIEW ACCESS

2. Once access to a TIN has been approved, the TIN can be added to a user's Access Profile (see the Users Function Quick Reference for instructions to add a user).

Approve Multi-TIN Access

Provider Organization Delegates Approval Process to the Billing Company.

1. Provider organization provides the billing company with the **Security Key** received via US Mail.
2. Billing Company signs in to Link, selects **User ID & Password Management**, selects **Multi-TIN Access**, then selects the **Request Multi-TIN Access** tab.
3. Requestor organization selects **Enter Security Key** button and enters the **10 digit Security Key**. Click the Submit button.

Enter Security Key

* Indicates Required Field

*Security Key:

SUBMIT **CANCEL**

4. Log out and sign back in again for the approved Tax ID to appear in your drop-down list.

Additional **Help Resources** are available at the **Link Resource Library** and **UHC on Air**

