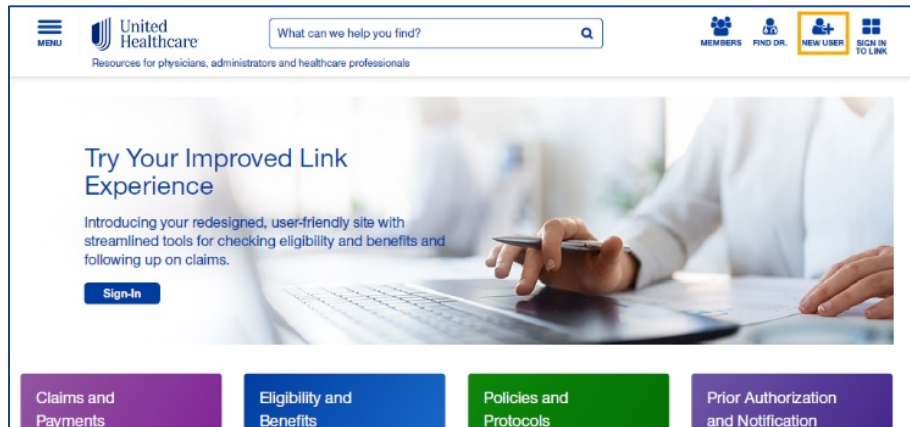


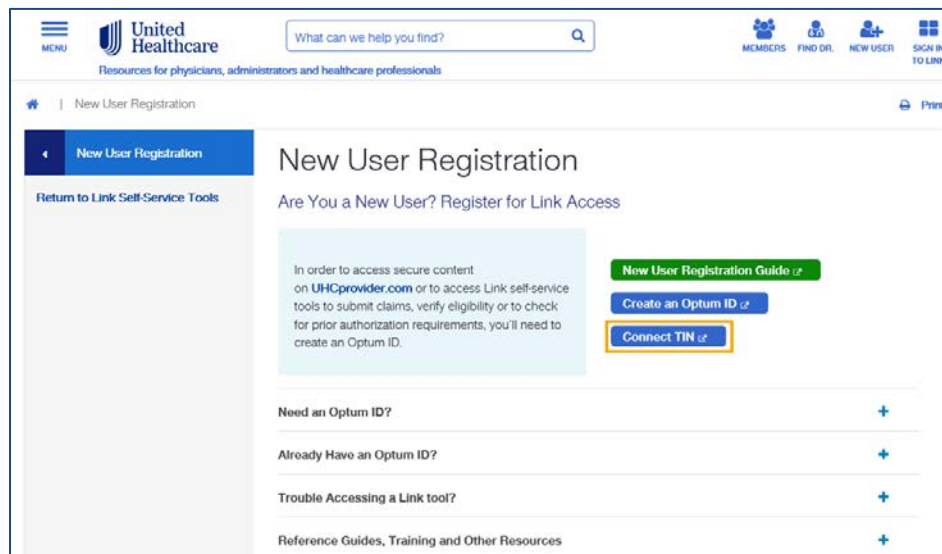
This shows how to identify the Password Owner of your organization.

Get Started

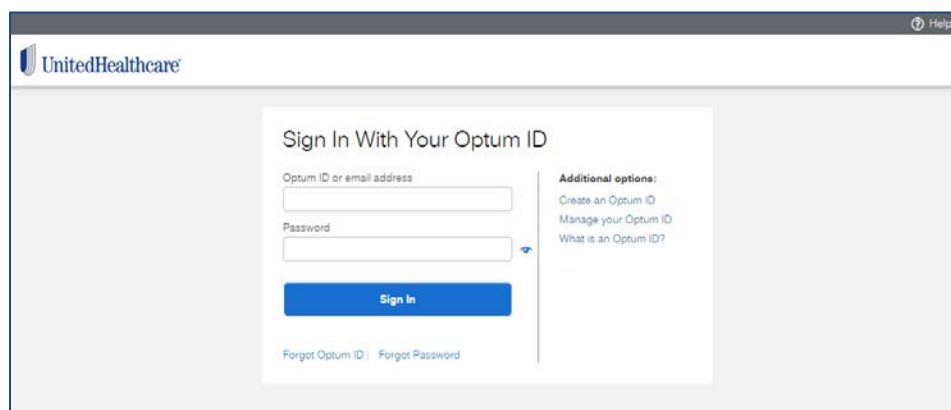
1. From UHCprovider.com, click **New User**



2. Select **Connect TIN**



3. Enter your Optum ID and Password then **Sign In**. You may be prompted to login twice.



Identify Password Owner

4. Select the Account Type of the organization for which you need to identify the Password Owner/Primary Administrator. If you are a revenue cycle management company or business vendor requesting Multi-TIN Access, you may select Healthcare Provider to identify the Password Owner of your client's organization.

The screenshot shows the UnitedHealthcare 'Sign Up Now' page. The user is at the 'Become a Website User' step, specifically the 'Account Type' section. The question is 'What Account Type are you applying for?'. There are three radio button options: 'Healthcare Providers' (selected), 'Revenue Cycle Management / Billing Company', and 'Business Vendor'. Below the options are 'CANCEL' and 'CONTINUE' buttons. The 'CONTINUE' button is highlighted with a yellow box. The footer contains the text '© 2020 Optum, Inc. All rights reserved.'

5. Select **No** when prompted about a letter

The screenshot shows the UnitedHealthcare 'Sign Up Now' page. The user is at the 'Become a Website User' step, specifically the 'Security Code' section. The question is 'Are you a Password Owner with a security code?'. Below the question is a sub-question: 'When you register as a Password Owner, we will send you a letter with a security code. If you are not a Password Owner or did not receive a security code, choose No.' There are two buttons: 'Yes' and 'No'. The 'No' button is highlighted with a yellow box. The footer contains the text '© 2020 Optum, Inc. All rights reserved.'

6. Enter your **Tax ID Number** and **Search**

The screenshot shows the UnitedHealthcare 'Sign Up Now' page. The user is at the 'Look Up Your Organization' step, specifically the 'Tax ID Search' section. The text reads: 'Enter in your Tax ID without dashes. If you work for a billing organization, please enter in the Tax ID of your billing organization, not the physician you are billing for. If you are a practice or facility that would like access to the web site on behalf of multiple tax IDs, please complete this process for one of your tax IDs, then go to Link Security and select Multi-TIN Access for information on how to link multiple Tax IDs to one login.' Below this is a legend: '* Indicates Required Field' and '*Tax ID Search:'. There is a text input field and a 'SEARCH' button. Both the input field and the 'SEARCH' button are highlighted with a yellow box. The footer contains the text '© 2020 Optum, Inc. All rights reserved.'

7. Identify your Password Owner at the top of the page as well as first among the list of administrators

The screenshot shows the UnitedHealthcare 'Sign Up Now' page. At the top left is the UnitedHealthcare logo. Below it is the heading 'Sign Up Now' and a sub-heading 'Select Administrator'. A progress indicator at the top right shows steps 1 through 6, with step 2 highlighted. The main content area has a grey background with the text: 'Please select an administrator from the list below. The administrator you select will be responsible for completing your registration process.' Below this, a message states: 'Your ID/Password Owner on record is Shannon M. Please review the list of all ID administrators for your tax ID to see if there is another administrator who should manage your registration process. If you believe that you should be the Password Owner of the organization, please contact the Help Desk at 1-866-UHC-FAST (842-3278)'. A blue bar with the text 'Select Your Administrator' is below the message. Underneath, the organization name is 'PHYS CLINIC' and the tax ID is blank. A list of administrators is shown with radio buttons: 'Shannon M, Other' (selected), 'Amanda H, Other', 'Andrea L, Administration', 'Eric M, Other', and 'Jennifer H, Billing'. A blue link 'Primary Administrator name missing or incorrect?' is next to the selected option. At the bottom are three buttons: 'CONTINUE', 'PREVIOUS', and 'CANCEL'. The footer contains the copyright notice '© 2020 Optum, Inc. All rights reserved.'

Additional **Help Resources** are available at UHCprovider.com/link