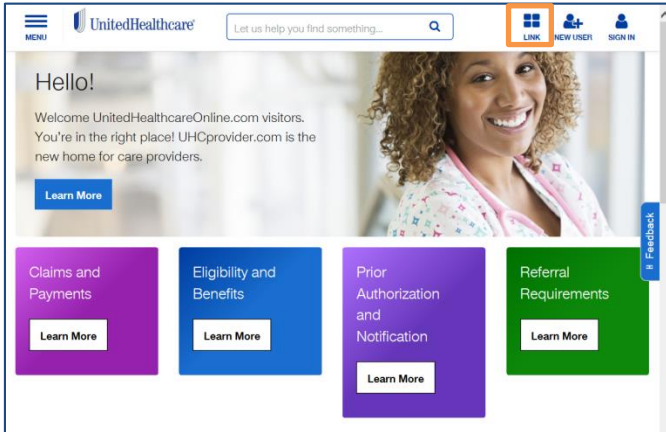


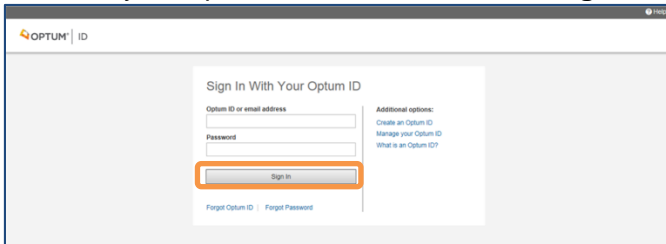
This allows the Password Owner for **Link** to request access to Tax IDs and tie them together, allowing for the creation of Optum IDs that can access multiple Tax IDs.

Get Started

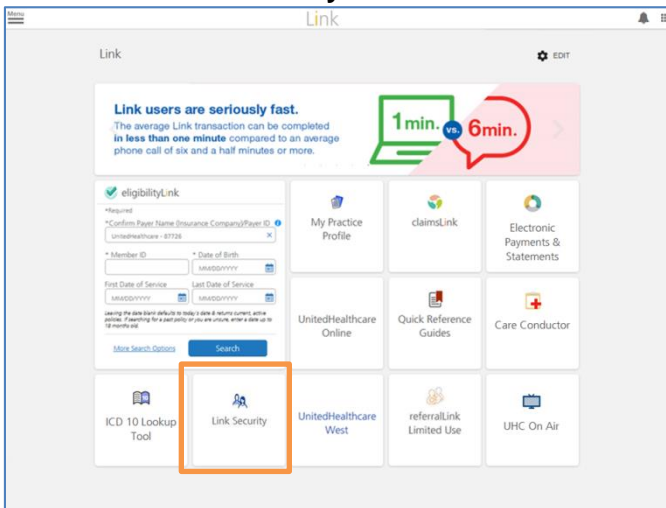
1. From UHCprovider.com, click **Link**



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



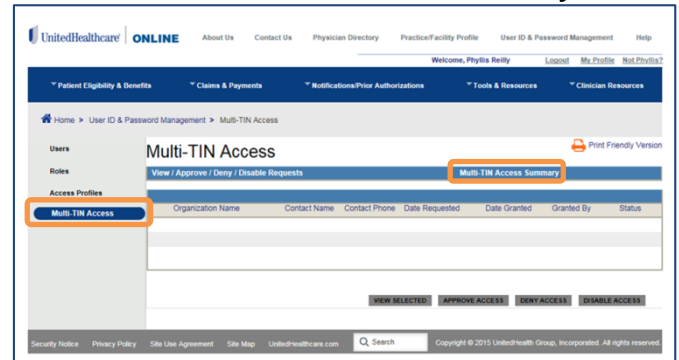
3. Click the **Link Security** tile



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

Multi-TIN Access

1. Select **Multi-TIN Access** from the left menu bar
2. Then choose **Multi-TIN Access Summary**



Requesting Access to a TIN

1. Click the **Request Access** button at the bottom
- REQUEST ACCESS**
2. Enter the **Physician's Tax ID, Zip Code** and **Contact Name** (should be someone who manages access to the Tax ID). Repeat for each Tax Identification Number you need to access and tie together.

Request Multi-TIN Access

** Indicates Required Field*

* Physician/Provider Tax ID:

* Physician/Provider Zip Code:

Contact First Name:

Contact Last Name:

3. Click the **Submit** button to complete the request or **Cancel** to start over.
4. A letter will be mailed to the contact specified at the Physician/Provider office. The physician's office can approve the request online or pass the information along to the requestor to complete the activation process.
5. An email will be sent to the requestor to let them know their access has been approved or denied.

View Status of Multi-TIN Access Request

1. Select **View Access** 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.

Approve Multi-TIN Access

Grantor Organization uses Link > Link Security to Approve Access

1. Select the **View/Approve/Deny/Disable Requests** tab.

View / Approve / Deny / Disable Requests

2. Click the **radio button** next to the organization you wish to approve access for.
3. Select the **Approve Access** button.
4. Review the information on the Approve form.
5. Click the **Submit** button to complete the request or **Cancel** to start over.
6. An email will be sent to the requestor notifying the request has been approved.

Grantor Organization delegates Approve Access capability to Requestor Organization

1. Grantor organization provides the requestor organization with the **Security Key** received via US Mail.
2. Requestor organization signs in to Link or UnitedHealthcare Online, clicks on **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** and click **Submit**.

Enter Security Key

* Indicates Required Field

*Security Key:

SUBMIT **CANCEL**

Deny Multi-TIN Access

Deny Multi-TIN Access Request using Link > Link Security

1. Select the **View/Approve/Deny/Disable Requests** tab.
2. Click the **radio button** next to the organization you wish to deny access for.

Deny Multi-TIN Access (continued)

3. Select the **Deny Access** button.
4. Review the information on the Deny form.
5. Click the **Submit** button to complete the request or **Cancel** to start over.

An email will be sent to the requestor notifying the request has been denied.

Deny Multi-TIN Access Request by calling the UnitedHealthcare Connectivity Help Desk

1. Call the UnitedHealthcare Connectivity Help Desk at 1-866-842-3278.
2. Advise the Help Desk you want to deny a request for Multi-TIN access. You will need to provide them with your Tax ID and the name of the organization whose request you would like to deny.
3. An email will be sent to the requestor notifying them that you have denied their request.

Disable/Revoke Multi-TIN Access

Disable/Revoke Multi-TIN Access by using Link > Link Security

1. Select the **View/Approve/Deny/Disable Requests** tab.
2. Select the organization whose access you wish to Disable and then select the **Disable Access** button.
3. Review the information on the Disable form.
4. Select the **Disable Access and Terminate Immediately** button or **Disable Access with Run Off Period** button. If you Select Disable Access with Run Off Period you will be asked to select a time period from 1 to 90 days in duration.
5. Select **Continue** from the pop-up screen and the organization's access will be terminated.
6. An email will be sent to the requestor notifying them that you have revoked their access.

Disable/Revoke Multi-TIN Access by calling the UnitedHealthcare Connectivity Help Desk

1. Call the UnitedHealthcare Connectivity Help Desk at 1-866-842-3278.
2. Advise the Help Desk you want to disable Multi-TIN access. You will need to provide them with your Tax ID and the name of the organization whose access you would like to disable. They will ask if you would like to disable access immediately or select a run off period.
3. An email will be sent to the requestor notifying them that you have revoked their access.

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