The Roles function allows administrators to give users access to only those website transactions/applications needed for their job. Select from pre-defined roles or create customized roles which can be set up once, then applied to many users.

**Get Started**

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

![Link Security](image)

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

![Sign In](image)

3. Click the **Link Security** tile

![Security Link](image)

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

**Sorting Columns**

Click the Column Headers **Role Name, Role Type, Created Date, Created By**, etc. to sort the data.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Role Type</th>
<th>Created Date</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration - Pre-defined</td>
<td>Administrative</td>
<td>10/08/2019</td>
<td></td>
</tr>
<tr>
<td>Administration - Pre-defined</td>
<td>Administrative</td>
<td>10/08/2019</td>
<td></td>
</tr>
<tr>
<td>All Transactions - Pre-defined</td>
<td>Standard</td>
<td>10/08/2019</td>
<td></td>
</tr>
<tr>
<td>Billing - Pre-defined</td>
<td>Standard</td>
<td>10/08/2019</td>
<td></td>
</tr>
<tr>
<td>Work Link - Pre-defined</td>
<td>Standard</td>
<td>10/08/2019</td>
<td></td>
</tr>
</tbody>
</table>

**Add Role**

1. Select the **Add Role** button to create a role.
2. Select a **Role Name**.
3. Select **Role Type** and **Administrative Rights**, if applicable. Administrative roles can be given permissions to manage users, roles and access profiles. (**Note:** Only Password Owners can create and approve ID Administrators)
4. Select **Viewing Rights**.
5. Select **Submission/Updating Rights**.
6. Click the **Save Role** button to complete the role creation, or the **Cancel** button to start over.

**NOTE:** Multiple users can be assigned the same role - select a name that is reflective of the transactions used.

**View Role**

1. Select the radio button for the role you want to view.
2. Click the **View Role** button.

**Edit Role**

1. Select the radio button next to the role you want to edit and click **Edit Role**.
2. Make the appropriate modifications
3. Click the **Update Role** or **Add as New Role** button.

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