



## Reminder for Link Password Owners and ID Administrators

Link Password Owners and ID Administrators set up and maintain co-workers' access to our care provider websites, Link and UHCprovider.com. We recommend periodically reviewing your organization's user access to ensure that the settings remain appropriate.

### How to Update User Roles

To view and make changes to user roles, go to UHCprovider.com and use the Link button in the upper right corner to sign in. Then, select the **Link Security** app:

- **To view all available role types**, click Roles on the left navigation, select a role from the list and click on View Role. The screen will then display all the transactions that are included in that role. There are several predefined role types that do not have access to view or update demographic information. If none of these roles fit your users, you can create a custom role.
- **To create a custom role**, click Roles on the left navigation and then click on Add Role. Check the boxes next to the transactions you wish to include. You can create multiple roles if needed.
- **To review your user's assigned roles**, click the Users link on the left navigation and then the Active Users tab for a listing of all your active users with their department, role and profile.
- **To update a role**, click the Users link on the left navigation and then select a user's checkbox. Click on Edit/Approve User and then use the Functional Role drop-down box to select a new predefined or custom role for the user. You can also use the Access Profile drop-down box to control access to TINs.

Only Link Password Owners and ID Administrators can view and make changes to user roles. [Find out who your Password Owner is.](#)

### Questions?

View our Quick Reference Guides in the **Link Security** section of [UHCprovider.com/Link](https://UHCprovider.com/Link), or call the UnitedHealthcare Connectivity Help Desk at 866-842-3278, option 1, 7 a.m. – 9 p.m. Central Time, Monday through Friday.

Insurance coverage provided by or through UnitedHealthcare Insurance Company, All Savers Insurance Company, or their affiliates. Health plan coverage provided by UnitedHealthcare of Arizona, Inc., UHC of California DBA UnitedHealthcare of California, UnitedHealthcare Benefits Plan of California, UnitedHealthcare of Colorado, Inc., UnitedHealthcare of Oklahoma, Inc., UnitedHealthcare of Oregon, Inc., UnitedHealthcare of Texas, LLC, UnitedHealthcare Benefits of Texas, Inc., UnitedHealthcare of Utah, Inc. and UnitedHealthcare of Washington, Inc. or other affiliates. Administrative services provided by United HealthCare Services, Inc., OptumRx, OptumHealth Care Solutions, Inc. or its affiliates. Behavioral health products are provided by U.S. Behavioral Health Plan, California (USBHPC), United Behavioral Health (UBH) or its affiliates.