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, or call the UnitedHealthcare Connectivity Help Desk at 866-842-3278, option 1, 7 a.m. – 9 p.m. Central Time, Monday through Friday.