



# **Availity Registration**

## Registering for Availity

### Step 1: About Me

You will be asked about yourself to determine if you already have a user account. If no account exists, you will need to create one

### Step 2: Organization Information

1. Select your organization type (provider, billing service, technology company, or MCO)
2. Enter your organization name
3. Enter your tax identification number
4. Enter your organization's National Provider ID
5. Select your provider type (e.g., physician practice, hospital, or multi physician practice)
6. Click Next

### Step 3: Select your Organization

1. This screen displays if details on your organization exist within Availity
2. The 'Your Organization Information' page will prepopulate based on information previously entered
3. If you don't see your practice or specific practice location, click I don't see my organization

### Step 4: Your Organization Information

1. Review your information, edit any incorrect fields and enter any missing information
2. If your organization operated in more than one state, check the box next to 'My organization does business in more than one region'
3. Availity automatically assigns your organization access to payer in your physical address state
4. Click Next

### Step 5: Select your Administrators

You must identify the persons that will be responsible for the following roles:

1. Primary controlling authority (PCA): The person who is legally entrusted to sign documents
2. Primary access administrator (PAA): The person who is responsible for maintaining users and organization information
3. Back-up PAA: The person who can serve as a secondary PAA (although this is optional, we encourage the designation of a back-up PAA)

### Step 6: Complete your Registration

1. Review all the information entered and edit, if necessary.
2. Click Submit Registration.
3. Print both registration agreements (Application and Business Associate Trading Partner).
4. Documents must be signed by your designated PCA.
5. Fax signed agreements to 904-470-4778 within seven days to avoid delays.

### Step 7: Next Steps

1. Your designated PAA will receive a separate email from Availity with his or her user ID and password within three to five business days from the date the agreement is received and approved.
2. Your designated PAA must sign in to Availity within 14 calendar days from receipt of the email.
3. PAAs can register additional users by selecting Account on the Availity menu on the left side of the page.