

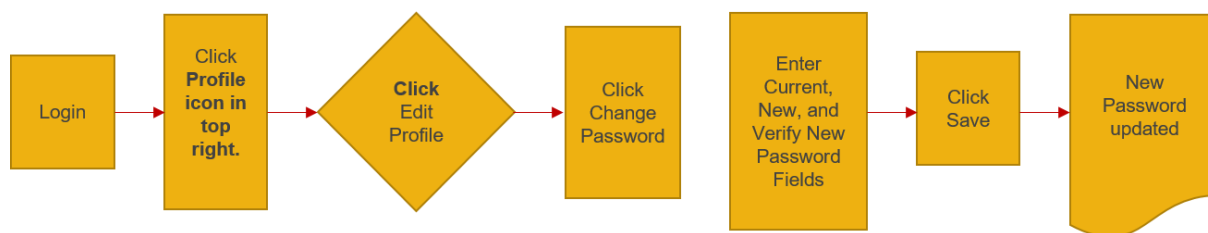
Provider Portal Login and Settings

Quick Reference Guide (QRG)



Provider Portal – Login and Settings

This quick reference guide (QRG) will provide an overview of the Provider Portal's Login and Settings features.



Let us look at the steps in detail for Logging in and changing Settings.

Login and Settings



Step 1:

Go to **EmblemHealth's Provider Portal Sign-in webpage**.

Sign-in Page will display.

1. Enter in Username and Password and click **Sign In**.

Note: If the wrong credentials are entered, an error message will display.

EmblemHealth
Provider Portal

i If you have an account with us and it's your first time visiting our new portal, please [click here to continue](#). If you're new, and have a registration code, click Register below to begin.

Username *

Password *

[Forgot Username](#) [Forgot Password](#)

Sign In

If you haven't received a code or are having trouble, [view our quick guide](#) for more information.

Register

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EmblemHealth
Provider Portal

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We were unable to log you in; check your username and password. Please note that your account will be locked after 5 incorrect attempts; you will then receive an email with instructions.

Username *
nrossi@emblemhealth.com

Password *

[Forgot Username](#) [Forgot Password](#)

[Sign In](#)

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[Register](#)

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Step 2:

2. Once signed into the EmblemHealth **Homepage**, select the **User Profile** icon.
3. From the drop-down list, select **Portal Settings**.
4. On the Portal **My Settings** page, you may change your password by clicking **Change Password**.

EmblemHealth Christopher Moulton

Home Member Management Claims Referrals Preauthorization Dental Pre-Determination Provider Profile Create ER Notification More

Welcome to the
EmblemHealth Provider Portal
Verify member eligibility, submit and view preauthorizations, referrals, claims, payments, and more.

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Home Member Management Claims Referrals Preauthorization Dental Pre-Determination Provider Profile Create ER Notification

Home
Portal Profile
Portal Settings

Provider Portal – Login and Settings

My Settings

[Cancel](#) [Save](#)

Account

Username
j_smith@emblemhealth

Email Address *
j_smith@emblemhealth.com

Password
[Change Password](#)

Location

Language
English

Locale
English (United States)

Time Zone
(GMT-05:00) Eastern Standard Time (America/New_York)

[Cancel](#) [Save](#)



Step 3:

- The Change My Password popup screen will display.
5. Enter in required Information:
 - **Current Password**
 - **New Password**
 - **Verify New Password**
 6. Click **Save**.

Change My Password

You must adhere to the following password rules:

- * Your password must be at least 8 characters long.
- * Your password must include at least 3 of the following: numbers, uppercase and lowercase letters, and special characters: !@#%&*()_+-=[]\|:;'.?/'-><*

Current Password

New Password

Verify New Password

Cancel Save



Step 4:

From the **My Settings** page you have the following options:

- a) Change Email
- b) Update Language
- c) Update time zone

Click **Save**

My Settings

Cancel Save

Account

Username
j_smith@emblemhealth

Email Address*
j_smith@emblemhealth.com

Password
[Change Password](#)

Location

Language: English
Locale: English (United States)

Time Zone: (GMT-05:00) Eastern Standard Time (America/New_York)

Cancel Save



Step 5:

7. Click **User** icon.
8. Select **Logout** from the dropdown menu.
Once logged out, the **Sign-in** screen will re-display.

Provider Portal – Login and Settings

EmblemHealth

Christopher Moulton

Home Member Management Claims Referrals Preauthorization Dental Pre-Determination Provider Profile Create ER Notification

Home
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My Messages
Logout

Welcome to the EmblemHealth Provider Portal

Verify member eligibility, submit and view preauthorizations, referrals, claims, payments, and more.

Updates and Reminders

Take action

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Register

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Thank
You

