

# PROVIDER PORTAL

## Self-Registration

Each person using the BayCare Plus Provider Portal must register. To register, an email and at least one TIN / NPI is required. After your self registration is complete and information is verified, you will receive an email from Customer Support with your Provider Portal approval within two business days.

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### Getting Started

1. Navigate to the BayCare Provider Portal:  
<https://provider.baycareplus.org>.
2. Click the **Create an account** button.

### License Agreement

3. Review the License Agreement, select **Accept**, and click **Next**.

### Verify Information

4. Complete all fields.
  - Note: fields with an asterisk (\*) are required.
5. Select Provider Role from drop down menu.
6. Enter a TIN / NPI for credentialed provider and click **Provider Search**. Provider information will be verified and displayed.
7. Select **Add Provider**.
8. Confirmation window will display. Select **Add Providers**.
  - The **Added Provider Section** will display confirming information was added.
  - To add more providers, repeat steps six through eight.
  - You may add up to 10 additional providers during registration.
9. After provider information is added, click **Next**.

### Username and Password

10. Create Username.
11. Input email address.
  - Note: Personal email addresses that do not coincide with the requester's company domain (i.e. Yahoo, Gmail, etc.) are subject to further review.
12. Create Password with the following requirements:
  - Between 8-15 characters long.
  - At least one uppercase letter.
  - At least one lowercase letter.
  - At least one number (0-9).
  - At least one symbol.
  - Cannot contain space, single quotes, or double quotes.
  - Cannot be the same as username.
13. Select and Answer Security Questions.
14. When section is complete, click **Next**.

### Complete

15. In the confirmation window, select **Finish**.