Provider Portal

Self-Registration

Each person using the Essence Provider Portal must register. To register, an email and at least one TIN / NPI is required.

Getting Started

1. Navigate to the Essence Provider Portal: https://provider.essencehealthcare.com
2. Click the **Create an account** button.

License Agreement

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

Verify Information

Complete all fields. Required fields are marked with an asterisk (*).

4. Select the appropriate **Market**.
5. Select the **Provider Role**.
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. Confirm your information and select **Finish**.
    - You will receive an: Immediate online self-registration confirmation screen.
    - Email confirming your access request
    - Approval email within two business days giving you provider portal access.