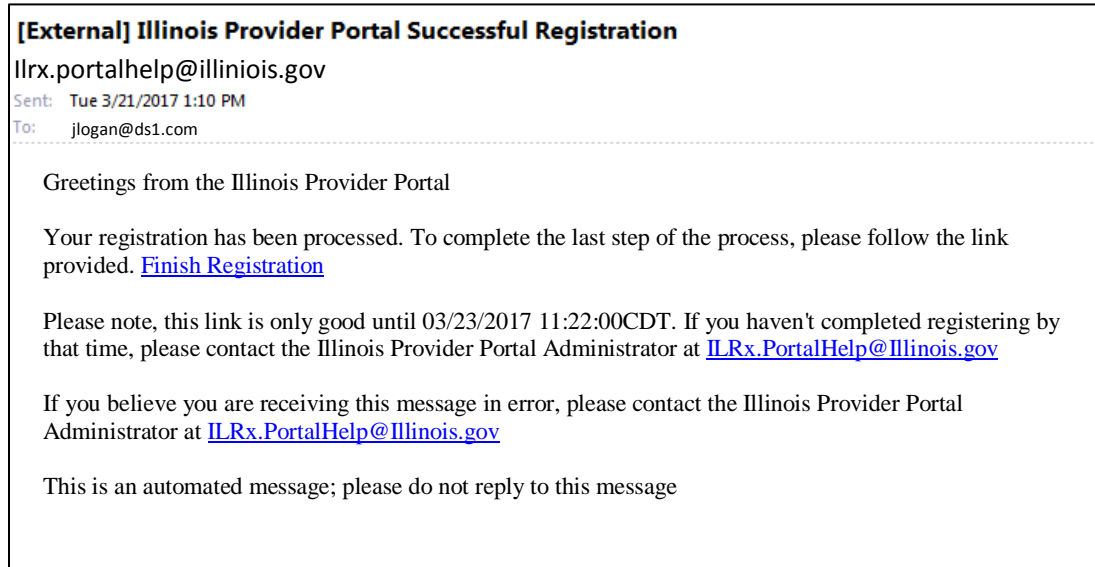


## How to Complete Your Registration for the Illinois Provider Portal

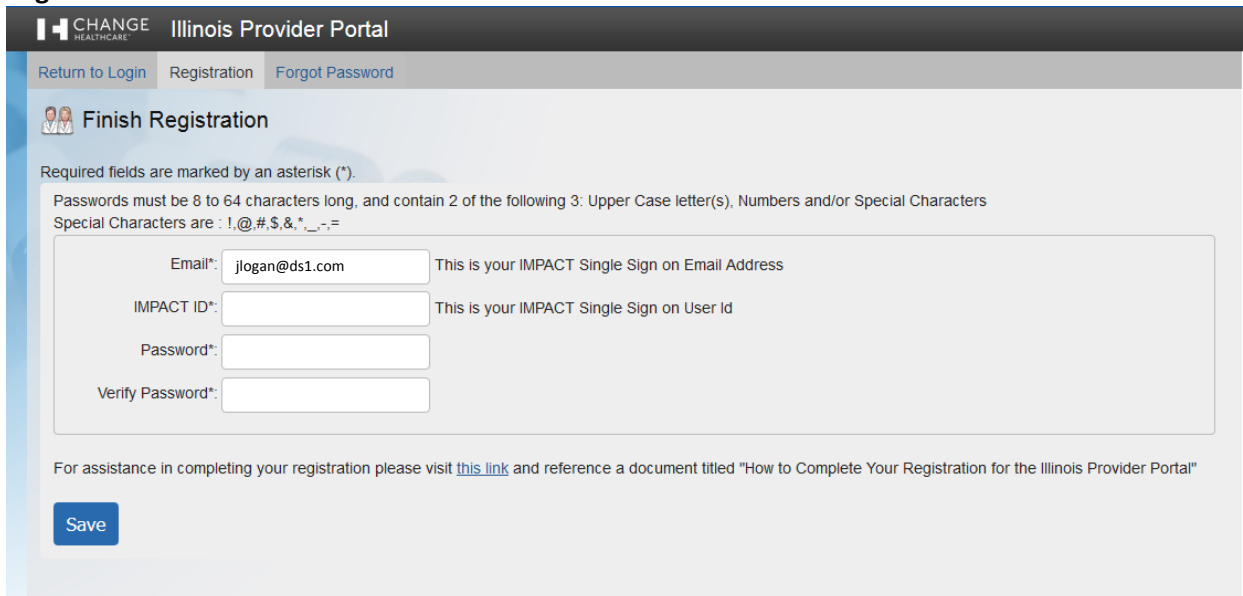
If you are registered in IMPACT as a prescriber or pharmacy, you will receive an e-mail from [ILRx.PortalHelp@Illinois.gov](mailto:ILRx.PortalHelp@Illinois.gov) containing instructions for completing your registration for the Illinois Provider Portal. (See Figure 1.)

-Figure 1.



Click the **Finish Registration** link in the email to go to the **Finish Registration** screen. Enter your user name (your e-mail address), the IMPACT ID you received from IMPACT for any provider you are authorized to work for, and then enter and verify a new password. (See Figure 2.)

-Figure 2.



Once you click **Save**, your Illinois Provider Portal Dashboard will appear. (See Figure 3.)

**-Figure 3.**

The screenshot shows the Illinois Provider Portal dashboard for pharmacy WALGREENS #039999. The 'PA Inbox' section contains a table with the following data:

Submitted	Ticket Id	Participant Name	PA Status	Drug	Submitted By	Last Updated	Actions
02/10/2017 15:22:31CST	821	<a href="#">JULIE MARKUS</a>	Pending	PERCOCET TAB 5-325MG	WILSON KATHRYN	02/10/2017 14:22:40CST	
02/09/2017 14:05:00CST	818	<a href="#">JULIE MARKUS</a>	Pending	ADAPALENE GEL 0.1%	HAGGARD SHANNON	02/09/2017 13:05:13CST	
02/07/2017 16:08:00CST	817	<a href="#">CODY BANKS</a>	Pending		WILSON GUINTO KAREN	02/07/2017 15:14:24CST	
02/02/2017 15:49:30CST	806	<a href="#">GERALD WALDREN</a>	Pending	GLASSIA INJ	CRAS JOHN J	02/07/2017 13:37:42CST	
02/02/2017 15:46:30CST	805	<a href="#">BART PARKER</a>	Approved	GLASSIA INJ	Dr melanie mackeben	02/02/2017 14:57:53CST	
02/02/2017 11:16:00CST	798	<a href="#">TERRY CASHELOW</a>	Pending	OXYCOD/APAP TAB 5-325MG	PHIRIWWKUS AIHEWA	02/07/2017 14:04:36CST	


As the administrator, you will have a menu option of **Worker Management**. Click on the menu option to see a list of workers who have been associated with your provider in IMPACT. To complete enrollment for each worker, click on the green checkmark. (See Figure 4.)

**-Figure 4.**

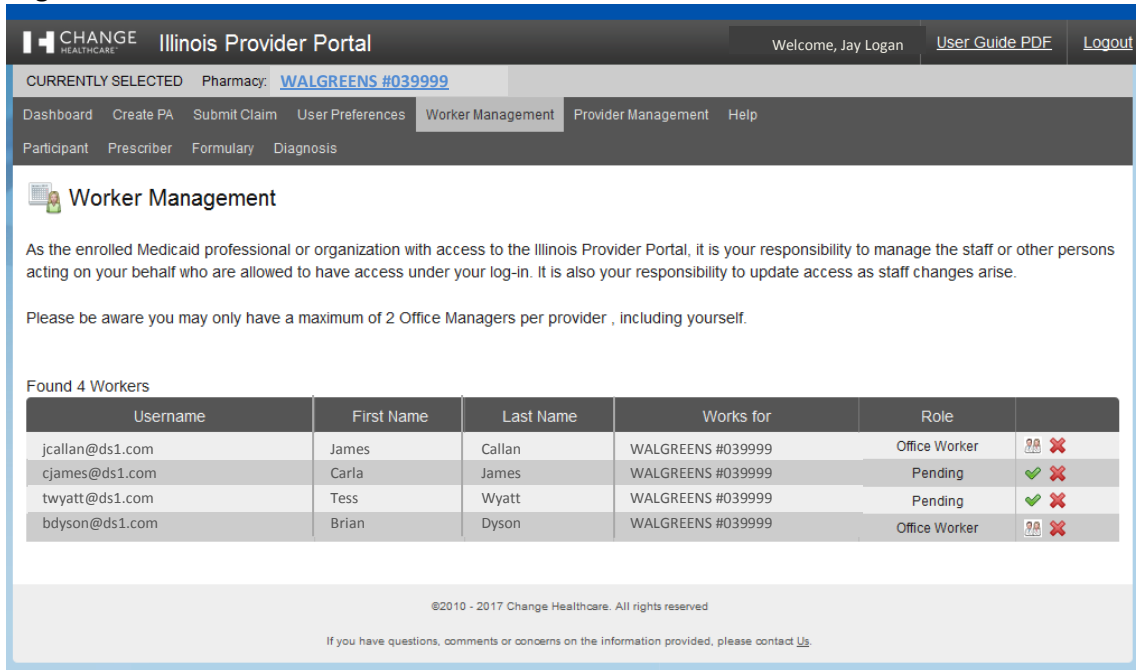
The screenshot shows the 'Worker Management' page. It includes a table titled 'Found 4 Workers' with the following data:

Username	First Name	Last Name	Works for	Role	Actions
jcallan@ds1.com	James	Callan	WALGREENS #039999	Office Worker	
cjames@ds1.com	Carla	James	WALGREENS #039999	Pending	
twyatt@ds1.com	Tess	Wyatt	WALGREENS #039999	Pending	
bdyson@ds1.com	Brian	Dyson	WALGREENS #039999	Office Worker	

An email will be sent to the worker, similar to the one you received when registering for the Illinois Provider Portal. In order to complete the registration, each worker will need to enter their email, IMPACT ID, and set their password. Once the worker registers, they will have access to the Portal.

New workers are assigned a role of Office Worker. You can have one additional person in an Office Manager role other than yourself. If you want to change an Office Worker to an Office Manager, click on the Office Worker  icon. (See Figure 5.)

**-Figure 5.**











**Worker Management**


As the enrolled Medicaid professional or organization with access to the Illinois Provider Portal, it is your responsibility to manage the staff or other persons acting on your behalf who are allowed to have access under your log-in. It is also your responsibility to update access as staff changes arise.

Please be aware you may only have a maximum of 2 Office Managers per provider , including yourself.

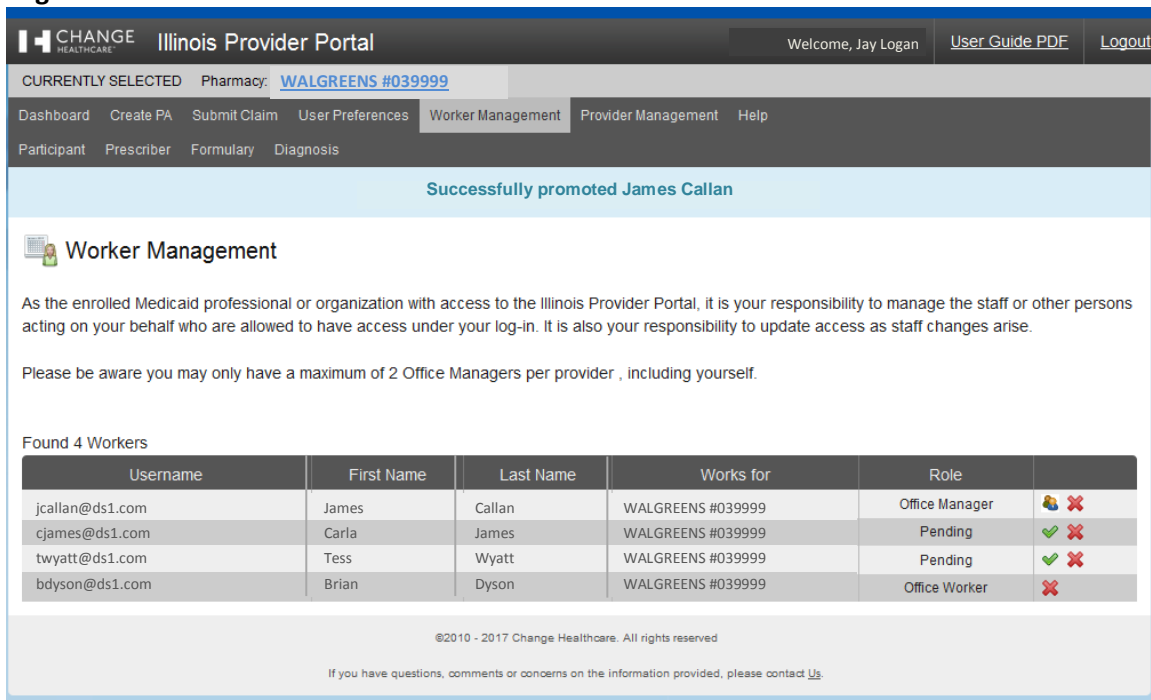
Found 4 Workers

Username	First Name	Last Name	Works for	Role	
jcallan@ds1.com	James	Callan	WALGREENS #039999	Office Worker	 
cjames@ds1.com	Carla	James	WALGREENS #039999	Pending	 
twyatt@ds1.com	Tess	Wyatt	WALGREENS #039999	Pending	 
bdyson@ds1.com	Brian	Dyson	WALGREENS #039999	Office Worker	 

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If you have questions, comments or concerns on the information provided, please contact [Us](#).

The icon for that person will change to the Office Manager  icon. (See Figure 6.)

**-Figure 6.**










**Successfully promoted James Callan**

**Worker Management**

As the enrolled Medicaid professional or organization with access to the Illinois Provider Portal, it is your responsibility to manage the staff or other persons acting on your behalf who are allowed to have access under your log-in. It is also your responsibility to update access as staff changes arise.

Please be aware you may only have a maximum of 2 Office Managers per provider , including yourself.

Found 4 Workers

Username	First Name	Last Name	Works for	Role	
jcallan@ds1.com	James	Callan	WALGREENS #039999	Office Manager	 
cjames@ds1.com	Carla	James	WALGREENS #039999	Pending	 
twyatt@ds1.com	Tess	Wyatt	WALGREENS #039999	Pending	 
bdyson@ds1.com	Brian	Dyson	WALGREENS #039999	Office Worker	

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Click the red “X” to delete an office worker. If the office worker is associated with other providers, they will still be able to access the Illinois Provider Portal through other accounts, but they will no longer be able to access your information.