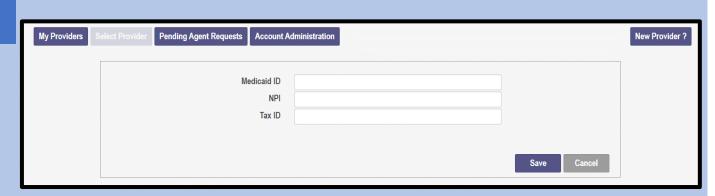
Quick Reference Guide: Select and Transfer Providers

Steps:

1



Once logged in, choose 'Select Provider' – this will open the panel to allow you to add an existing provider in the PNM system to your account, so that it will appear on your homepage/dashboard.

The User must select each Provider individually.

2



The Provider Information pop-up displays and requires the user to enter the Medicaid ID, NPI, and the Tax ID of the provider you want to transfer to your user account

3

Medicaid ID	2354324234		
NPI	2342342323		
Tax ID	3453453443		
* Information does not match our records, please re-enter.			
		Save	Cancel

If the Medicaid ID, NPI, and Tax ID are not an exact match, an error message will display.

Quick Reference Guide: Select and Transfer Providers

Steps:

4



When the information is correctly entered, click 'Save'

5



The providers will display on the User's 'My Providers' screen. If the newly added provider does not automatically appear, click the 'My Providers' to refresh the page