

Providers Portal Access Request Form Instructions for Delegates

Purpose

The purpose of this document is to provide step-by-step instructions on submitting the new *Electronic Provider Portal Access Request Form*.

The form is accessible via the private BayCare Providers Portal Website located at: <https://baycare1.sharepoint.com/sites/PhysicianPortal>

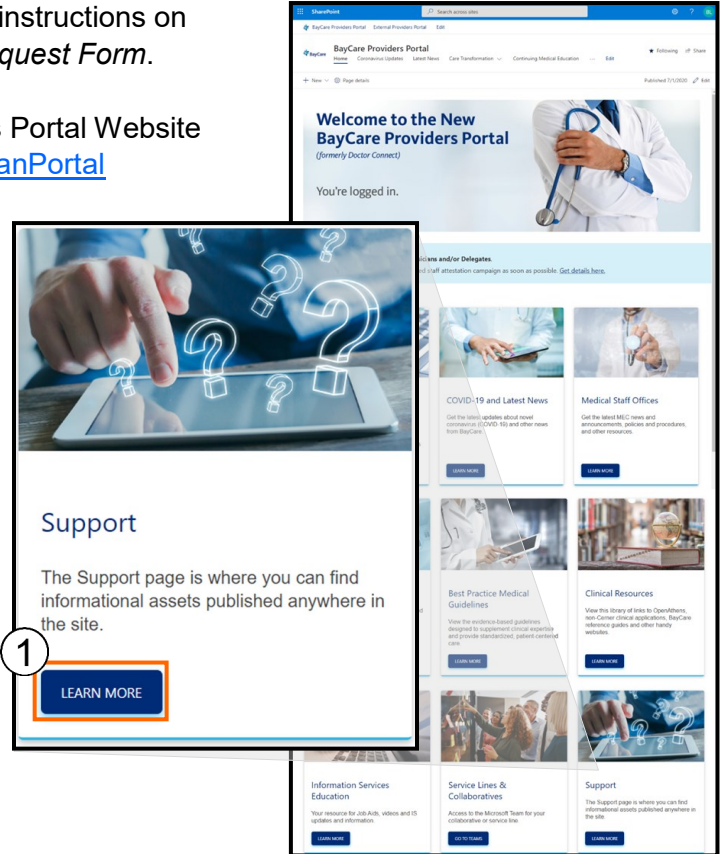
Note: If prompted to log in, use your **BayCare ID (BayCareID@BayCare.org)** and **Password**.

Notes:

- The Delegate must be logged into the portal to access the form.
- Each Office Staff member must have a unique BayCare ID for **each practice** they work for.

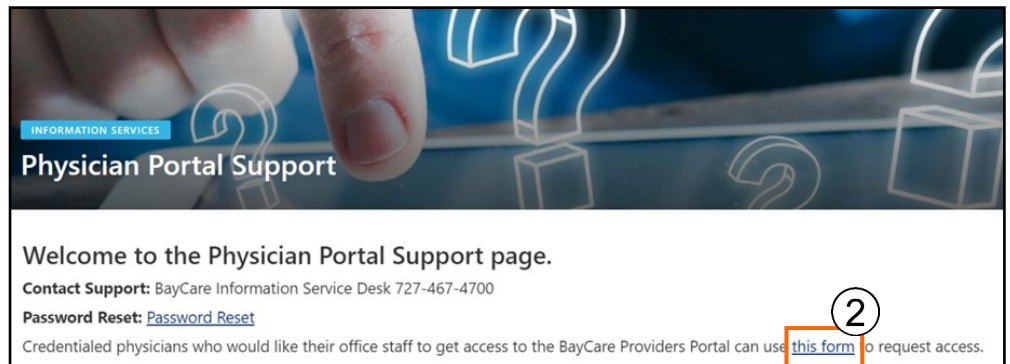
From the *Providers Portal Home Page*,

1. Click the **Learn More** button on the *Support* tile.



The *Physician Portal Support* page displays.

2. Click the **this form** link.



The *Request for Access* form displays.

Complete all appropriate fields. Fields with a red asterisk are required and must be completed before submitting the form.

3. To add a user click **New User: This is a new Office Staff account** from the *Account Action* drop-down menu.

4. Enter a **5-Digit PIN** for this new user.

5. Review the agreement text listed on the lower portion of the form and click the **Submit** button.

Once you have submitted the form the provider will receive an email from:

BayCare Provider Portal Access Request Form
 <reply@workflownotification.com>

The request will not be processed until the provider completes the steps described in the email.