

DMBA PROVIDER PORTAL REGISTRATION PROCESS

For DMBA Contracted Provider Individuals and Groups

GETTING STARTED. To register for the DMBA Provider Portal, go to https://www2.dmba.com/DMBA_ProviderPortal/ProviderRegistration. Then follow the steps below.

1. **PROVIDER PORTAL REGISTRATION.** Provide your demographic information, including name, job title, address, and other contact info. Be sure to enter your work email address.
2. **ADD TAX ID NUMBERS (TINs).** Enter the tax ID numbers for the provider(s) or group(s) you work with:
 - Click the "Add Tax IDs" button.
 - In the pop-up window, enter your organization name and TIN.
 - If you need to add more than one tax ID, select "Add Additional TIN(s)."
 - Repeat as many times as needed to enter all of your associated TINs.
3. **USER TYPE.** There are two types of users:
 - **Administrative User (or Administrator):** This user is responsible for approving and maintaining user accounts, managing organization information, and performing other administrative tasks within the portal.
 - **Standard User:** This user's registration will be forwarded to the administrators in the group for approval and assignment to the appropriate level of access.

If you are an administrative user, click "Yes." Otherwise, click "No." Please be aware, standard user requests will not process until your group has registered at least one administrator to approve the requests.

4. **ACCOUNT VALIDATION.** To register as an administrator, you must provide additional information before you can continue. Using any claims payment, enter the claim number, first service line charge amount, check number, and check amount.
5. **SUBMIT REGISTRATION.** Once you've acknowledged the applicable agreements, verify that you are not a robot. Then click on *Submit Registration*.

6. **TEMPORARY PASSWORD.** If you are the first administrator for your group, DMBA will review your request and send you an email with your temporary password once you are approved. If you are a subsequent administrator or a standard user, your request will be sent to your group's administrators for review. Once you've been approved, you will receive an email with your temporary password.

When you receive your temporary password email, click on *Sign In*. Use the information in the email to log into your new account.

7. **SECURITY PROFILE.** Once you've signed in, you must set up your security profile. You will be prompted to change your password and choose an authentication method.

After you've completed the security profile, you will be able to access your user account at any time by logging into DMBA's Provider Portal at <https://benefits.dmba.com/suite/?signin=okta>.