

## DMBA PROVIDER PORTAL USER APPROVAL PROCESS

For Administrator of DMBA Contracted Provider Individuals and Groups

**GETTING STARTED.** To access the DMBA Provider Portal, log into <https://benefits.dmba.com/suite/?signin=okta>. After you log in, you can find users who have requested access to your provider groups in two ways:

- Go to the *My Tasks* tile and look in the *Administration Tasks* section.
- From the menu on the left side of the screen, click on *My Tasks*. This takes you to the *Open Tasks* page where users awaiting approval are listed in the *Administration Tasks* section.

To proceed, click on *New User Approval* next to the name of the user you wish to approve. Then follow the steps below.

1. **APPLICATION REVIEW.** Verify that the user should have access to the DMBA Provider Portal and make sure the user's information is accurate. Then click the *Next* button.
2. **ROLE ASSIGNMENT.** Define the level of access the user should have. Administrators are automatically assigned access to all three available roles: *Preauthorization*, *Claims*, and *Eligibility*. You can adjust this to fit your needs. After assigning roles, click *Next*.

Please note, the initial rollout of the DMBA Provider Portal will not include claims and eligibility information. But you can choose those roles to allow a user access when they become available.

3. **FINAL REVIEW.** Double-check the user information and role assignment, then click "Done."

Once approved, the user will receive an email with a temporary password. After enrolling, the user will be prompted to update the password and set up a security profile.