DMBA PROVIDER PORTAL REGISTRATION PROCESS

For UHC and MDX Contracted and Non-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. **SUBMIT REGISTRATION**. Once you've acknowledged the applicable agreements, verify that you are not a robot. Then click on *Submit Registration*.

4. **TEMPORARY PASSWORD**. DMBA will review your request and send you an email with your temporary password once you are approved. When you receive your temporary password email, click on *Sign In*. Use the information in the email to log into your new account.

5. **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.