

Register for the Provider Portal



When registering for the provider portal...

The person from the provider office/practice who completes the registration process automatically becomes the ongoing provider portal administrator for the practice.

Office management

The Office Manager can:

- Delete user accounts for those who no longer require access (i.e., any users who have changed positions or who have left the organization).
- Add new users and send them their login information.
- Validate that any existing user accounts are assigned the correct roles based on job responsibility.

These tasks can be completed in the provider portal by accessing **System Admin** under the **Administration** tab.

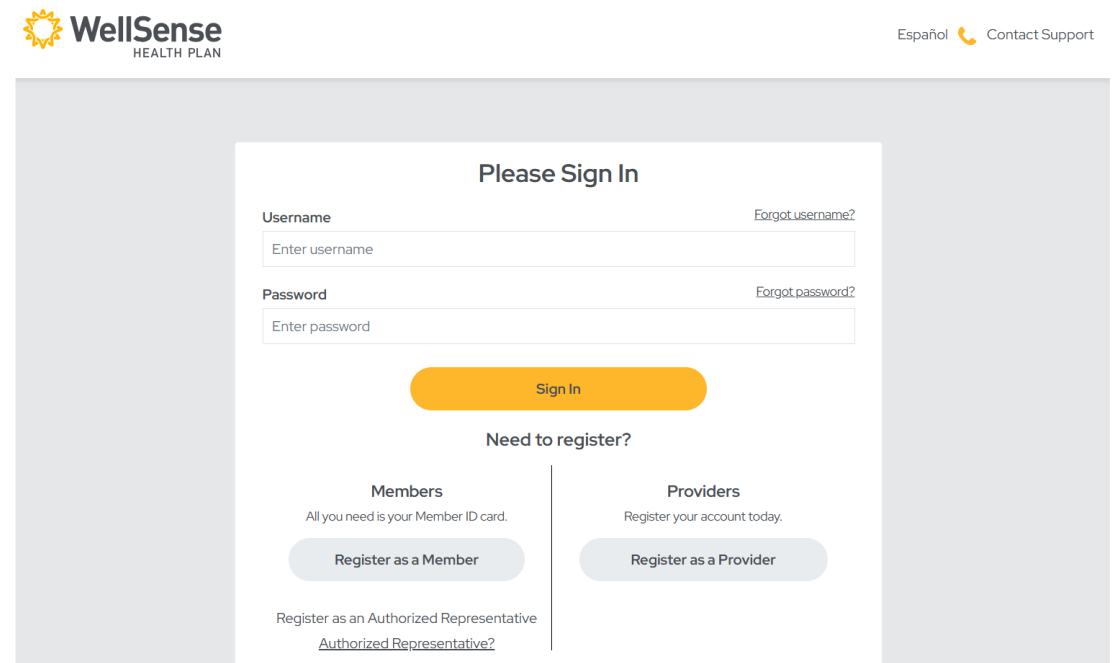
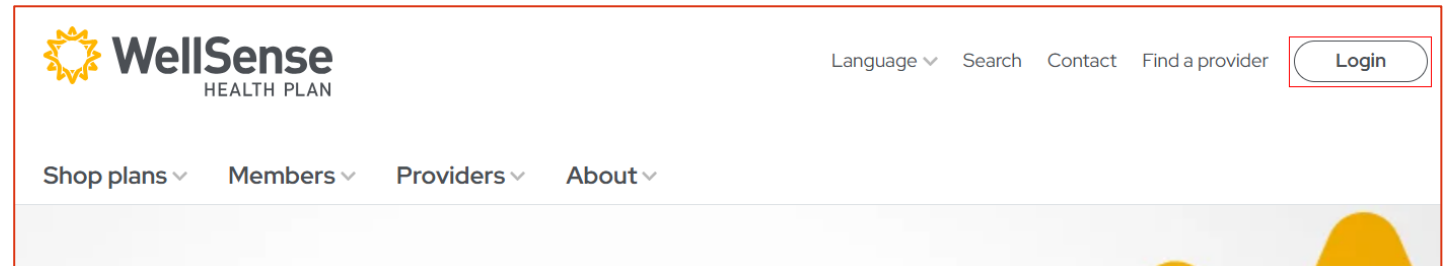
To register for the portal, click [here](#).

Existing HealthTrio account

Note: Before beginning the registration process, providers should have available a recent **check reference number** and the corresponding **check payment amount**.

1. Visit wellsense.org and click **Login**.
2. Log in with your current HealthTrio credentials.
3. Verify your information on the **User Information** page and click **Next**.
4. On the **Office Information** page, verify office information and provide the requested validation items below, then click **Next**.
 - Check reference number
 - Check payment amount

Continued on next page.



Existing HealthTrio account continued

- 5. Review the information provided on the **Registration Summary** page and click **Finish**.
 - After completing the registration, all individuals registered by your office administrator are displayed on the screen.
- 6. Confirm that the individuals you registered are listed, then click **Next**.
- 7. When you reach the **Registration Complete** page, click **Next** to return to the login page.

Once your registration is approved, you will receive an email confirmation and can log in to the provider portal.

Registration Summary

Office Contact Info: [edit]
▶ Test Org

User Information: [edit]
▶ User Test

Cancel Back Finish

Registration Created

BOSTON MEDICAL CENTER
HEALTH PLAN, INC. PROVIDER
PORTAL TERMS OF USE AND
USER AGREEMENT BACKGROUND

Below are the users that have been created for your registration. Please take note of the User IDs since they will be needed to log into the application.

Name	User ID	User Type
User Test	bmchptestprovider2016	Provider Contact

Next

Registration Complete

Thank you. Your registration with Boston Medical Center HealthNet Plan is now complete.

Next

New HealthTrio account users

Note: Registration should be completed by the Office Manager or the main contact for the plan.

1. Visit wellsense.org and click **Login**.
2. Select **Register as a Provider** at the bottom of the **sign-in** screen.
3. On the **User Information** page, fill in all fields and click **Next**.
4. In the PIN field, enter the PIN sent to you via email. Please reach out to bhproviders@wellsense.org if you need a PIN
5. On the **Office Information** page, fill in the information as requested, and click **Next**.
6. On the **Registration Summary** page, verify the information is correct and click **Finish**.

The image shows two screenshots of the registration process. The top screenshot is the 'Please Sign In' page, which has fields for 'Username' and 'Password', each with a 'Forgot' link. Below these is a yellow 'Sign In' button. Underneath is a 'Need to register?' section with two options: 'Members' (with a 'Register as a Member' button) and 'Providers' (with a 'Register as a Provider' button highlighted with a red box). The bottom screenshot is the 'Office Information' page, which asks for 'Organization Name', 'Tax ID', and a 'PIN' (highlighted with a yellow box). It also has fields for 'Check Reference Number', 'Check Payment Amount', 'Address', 'City', 'State', and 'Zip Code'. The 'Next' button at the bottom right is highlighted with a red box.

The image shows the 'User Information' registration screen. It includes a note at the top: 'Registration should be completed by the Office Manager or main contact for your organization.' Below this are fields for 'First Name', 'Middle Initial', 'Last Name', 'Title', 'Email', 'Confirm email', 'Office Phone', 'Extension #', 'Office Fax', 'Username', and 'Password'. Each field has a red asterisk indicating it is required. Examples are provided for 'Office Phone' and 'Extension #'. The 'Next' button at the bottom right is highlighted with a red box.

New HealthTrio account users continued

Once registration is complete, all those registered from your provider office by the office administrator are displayed on the screen.

- 6. Confirm that the individuals you registered are listed, then click **Next**.
- 7. When you reach the **Registration Complete** page, click **Next** to return to the login page.

Once your registration is approved, you will receive an email confirmation and can log in to the provider portal.

Registration Created

Below are the users that have been created for your registration. Please take note of the User IDs since they will be needed to log into the application.

Name	User ID	User Type
User, Test	bmchptestprovider2016	Provider Contact

BOSTON MEDICAL CENTER
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Next

Registration Complete

Thank you. Your registration with Boston Medical Center HealthNet Plan is now complete.

Next

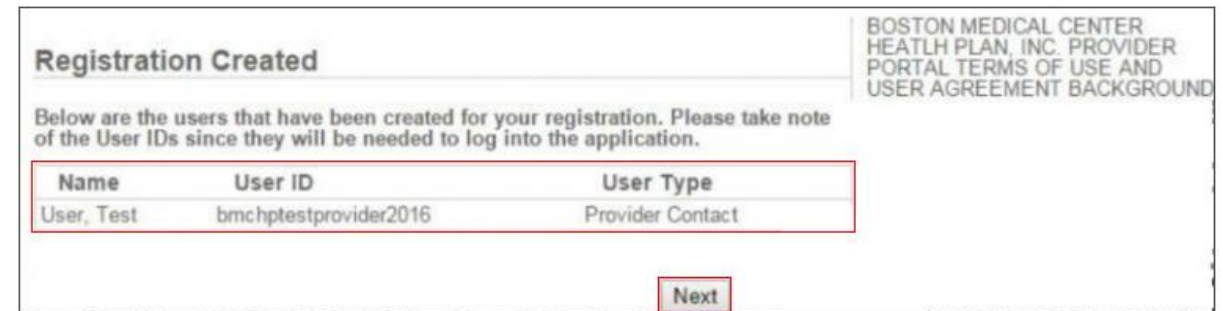
Existing HealthTrio account continued

5. Review the information provided on the **Registration Summary** page and click **Finish**.
 - After completing the registration, all individuals registered by your office administrator are displayed on the screen.
6. Confirm that the individuals you registered are listed, then click **Next**.
7. When you reach the **Registration Complete** page, click **Next** to return to the login page.

Once your registration is approved, you will receive an email confirmation and can log in to the provider portal.



The screenshot shows the 'Registration Summary' page. It contains two sections: 'Office Contact Info:' with a '[edit]' link and a dropdown menu showing 'Test Org'; and 'User Information:' with a '[edit]' link and a dropdown menu showing 'User Test'. At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Finish'. The 'Finish' button is highlighted with a red border.



The screenshot shows the 'Registration Created' page. It includes a header for 'BOSTON MEDICAL CENTER HEALTH PLAN, INC. PROVIDER PORTAL TERMS OF USE AND USER AGREEMENT BACKGROUND'. Below this, a message states: 'Below are the users that have been created for your registration. Please take note of the User IDs since they will be needed to log into the application.' A table is displayed with the following data:

Name	User ID	User Type
User, Test	bmchptestprovider2016	Provider Contact

At the bottom right, there is a 'Next' button highlighted with a red border.

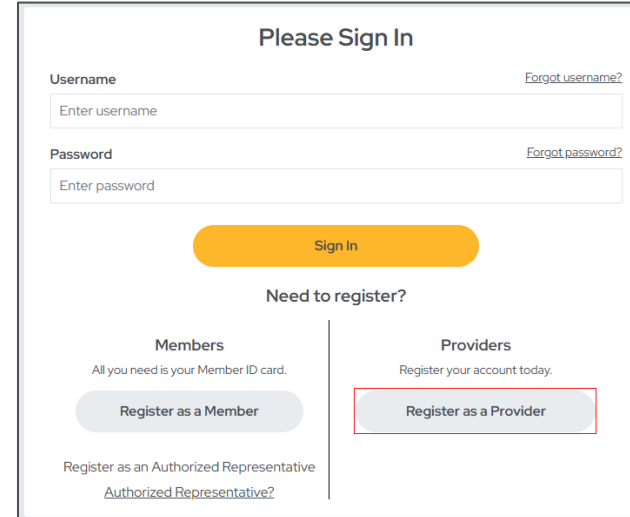


The screenshot shows the 'Registration Complete' page. It features a message: 'Thank you. Your registration with Boston Medical Center HealthNet Plan is now complete.' At the bottom right, there is a 'Next' button highlighted with a red border.

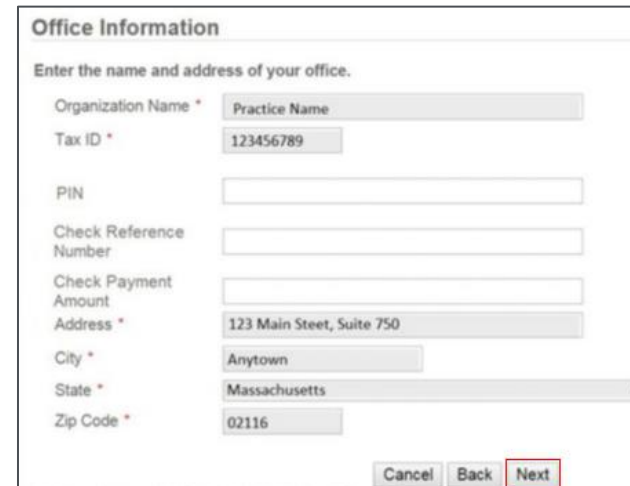
New HealthTrio account users

Note: Registration should be completed by the Office Manager or the main contact for the plan.

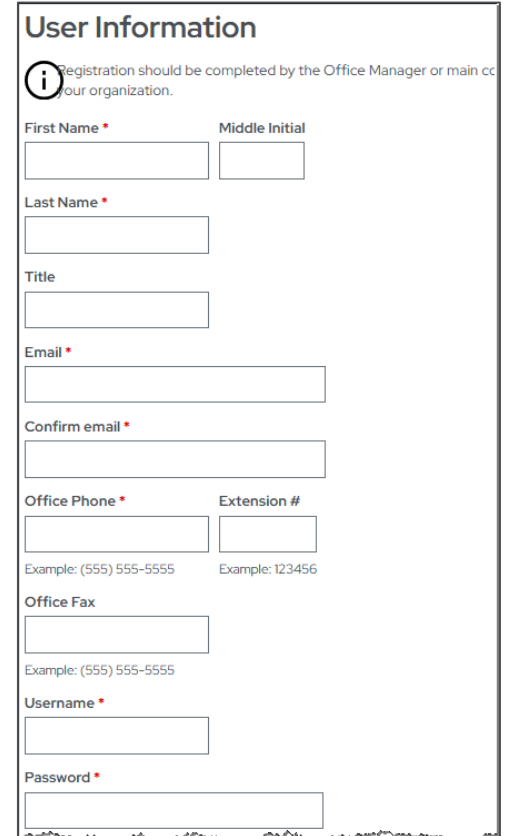
1. Visit wellsense.org and click **Login**.
2. Select **Register as a Provider** at the bottom of the **sign-in** screen.
3. In the PIN field, enter the PIN provided to you. (note: email bhproviders@wellsense.org if you do not have a PIN)
4. On the **User Information** page, fill in all fields and click **Next**.
5. On the **Office Information** page, fill in the information as requested, and click **Next**.
6. On the **Registration Summary** page, verify the information is correct and click **Finish**.



The 'Please Sign In' screen features a white background with a light gray border. At the top, the title 'Please Sign In' is centered. Below it, there are two input fields: 'Username' and 'Password', each with a 'Forgot' link to its right. A yellow 'Sign In' button is centered below the fields. Underneath, a 'Need to register?' section offers two options: 'Members' (with a link to 'Register as a Member') and 'Providers' (with a link to 'Register as a Provider', which is highlighted with a red border). At the bottom, there is a link to 'Register as an Authorized Representative'.



The 'Office Information' screen has a white background with a light gray border. It starts with the instruction 'Enter the name and address of your office.' followed by several input fields: 'Organization Name' (pre-filled with 'Practice Name'), 'Tax ID' (pre-filled with '123456789'), 'PIN', 'Check Reference Number', 'Check Payment Amount', 'Address' (pre-filled with '123 Main Street, Suite 750'), 'City' (pre-filled with 'Anytown'), 'State' (pre-filled with 'Massachusetts'), and 'Zip Code' (pre-filled with '02116'). At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Next' (highlighted with a red border).



The 'User Information' screen has a white background with a light gray border. It begins with an information icon and the text 'Registration should be completed by the Office Manager or main contact for your organization.' Below this are input fields for 'First Name', 'Middle Initial', 'Last Name', and 'Title'. Further down are fields for 'Email' and 'Confirm email'. At the bottom, there are fields for 'Office Phone' and 'Extension #', with example numbers provided. Below these are fields for 'Office Fax' and 'Username', followed by a 'Password' field. The 'Next' button at the bottom right is highlighted with a red border.

New HealthTrio account users continued

Once registration is complete, all those registered from your provider office by the office administrator are displayed on the screen.

- 7. Confirm that the individuals you registered are listed, then click **Next**.
- 8. When you reach the **Registration Complete** page, click **Next** to return to the login page.

Once your registration is approved, you will receive an email confirmation and can log in to the provider portal.

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Questions?

Thank you for your time!

Provider Engagement
WellSense Health Plan
bhproviders@wellsense.org