WellSense HEALTH PLAN

Provider Portal

Provider Registration Process

Welcome to portal for WellSense Health Plan providers, powered by HealthTrio Connect. Please follow the step-by-step guide below to register for the portal.

If you	Then
Currently have a HealthTrio account	You will still need to register through our portal, but your HealthTrio account will already be populated with your information. You will just need to add us to the list of health plans with whom you contract.
Do not have a HealthTrio account	Please register as directed below.

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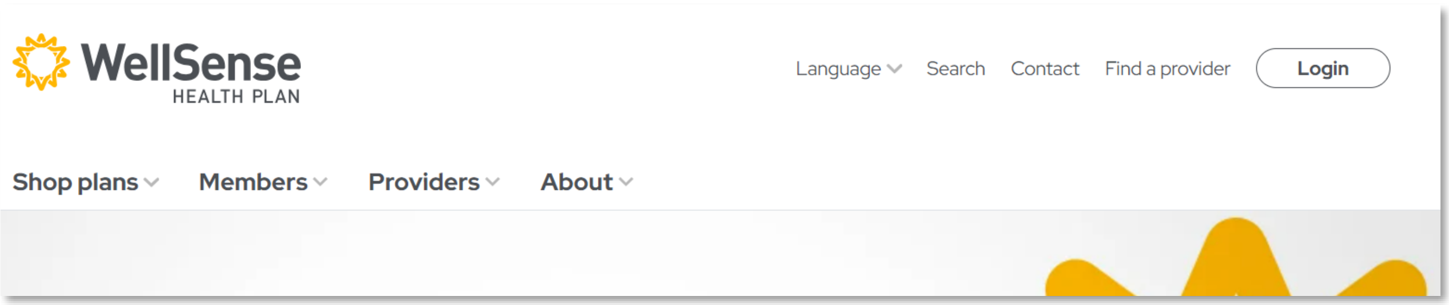
How to Register

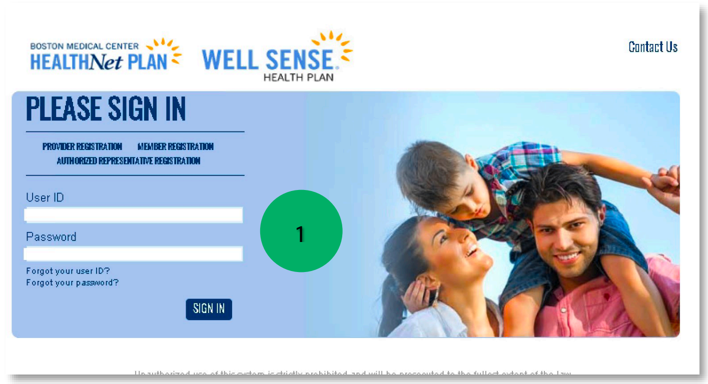
- **Only individuals** with administrative responsibilities (typically office managers), should register via this process. Additional users can be added by the office administrator.
- **Before beginning** the registration process, please have a recent “Check Reference Number” and corresponding “Check Payment Amount” handy.

1. Visit wellsense.org and click **Login**.

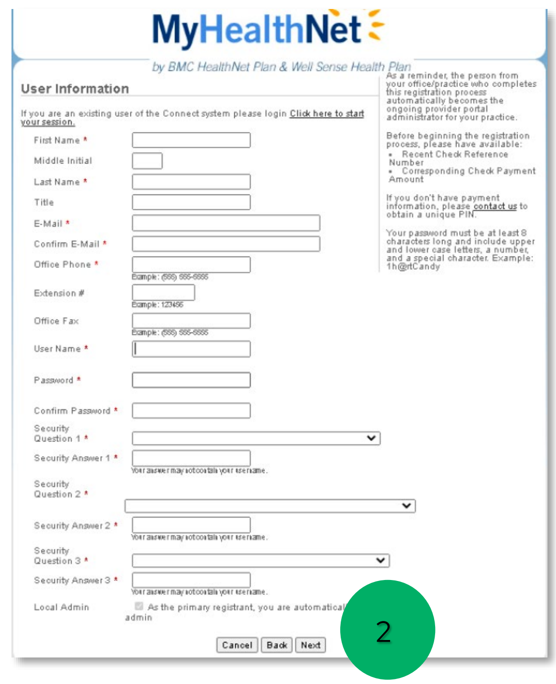


For existing HealthTrio Connect account holders

1. Login with current HealthTrio Connect credentials



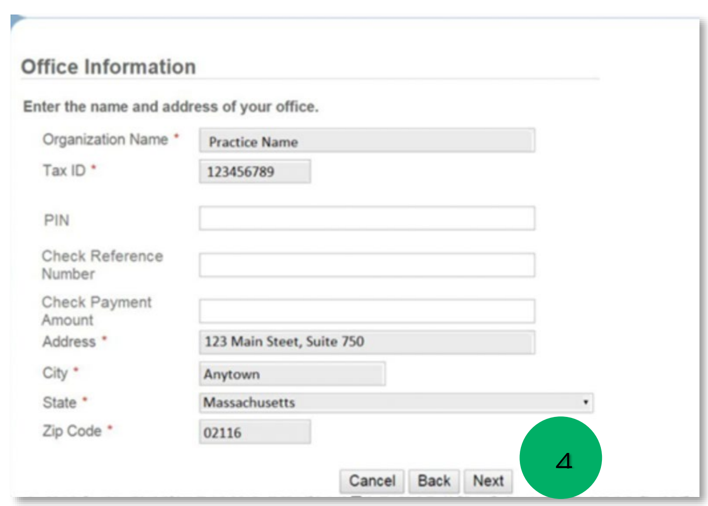
2. Verify your information on the **User Information** page and click **Next**.



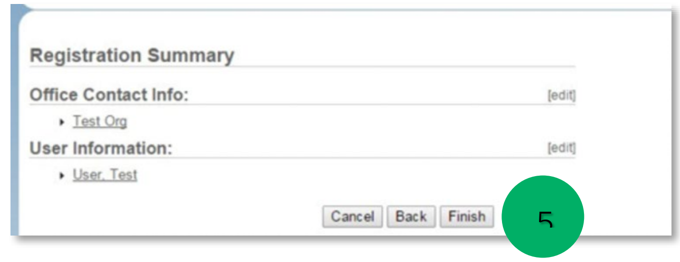
3. On the **Office Information** page, verify office information and provide requested validation items:

   a. Check Reference Number
   b. Check Payment Amount

4. Click **Next**.

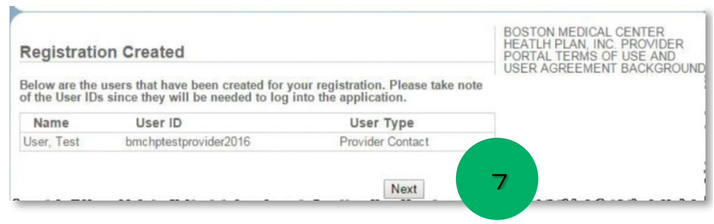


5. On the Registration Summary page, verify information and click **Finish**.

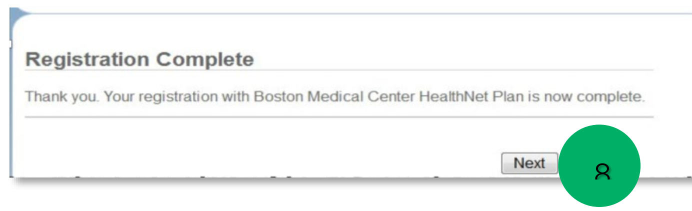


6. Once registration is complete, all those registered from your provider office by your office administrator will be listed in a screen as pictured to the right.

7. Confirm that those individuals you registered are listed, and click **Next**.



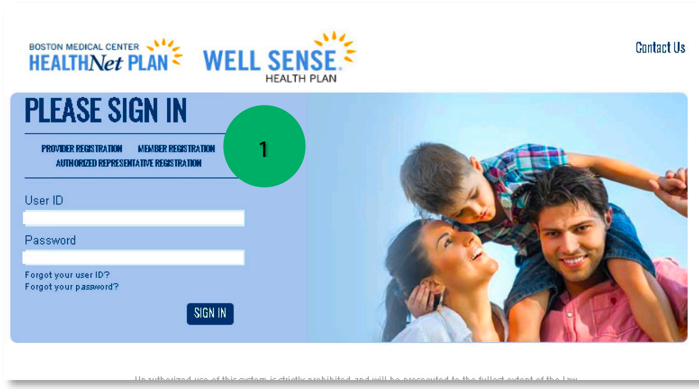
8. Once you reach the Registration Complete page, click **Next**, which will take you back to the login page.



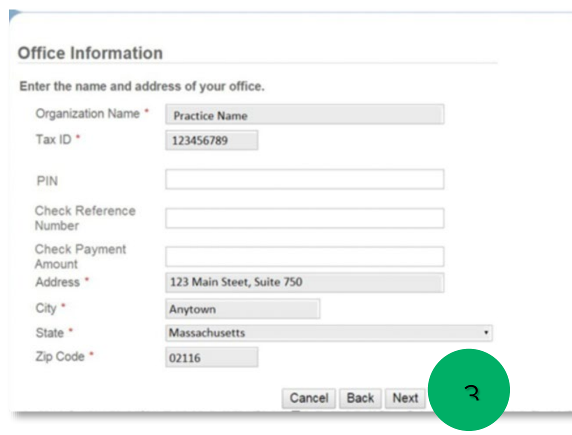
9**.** Once approved**,** you will receive an **email confirmation** and will be able to **log in** to the provider portal.

For providers who do not have an existing HealthTrio Connect account

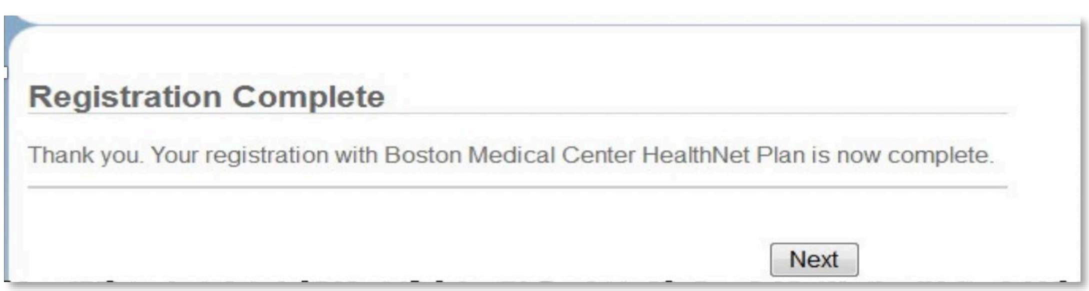
1. On the home page of the portal, under *PLEASE SIGN IN*, click **Provider Registration**.
2. On the **User Information** page, **fill in** all fields and click **Next**.



3. On the **Office Information** page, **fill** in the information as requested and click **Next**.
4. On the **Registration Summary** page, verify information and click **Finish**.
5. Once registration is complete, all those registered from your provider office by the office administrator will be listed in a screen as pictured to the right. Please **confirm** that those individuals you registered are listed, and click **Next.**



6. Once you reach the Registration Complete page, your part of the registration process is complete. Please click **Next**, which will take you back to the login page.



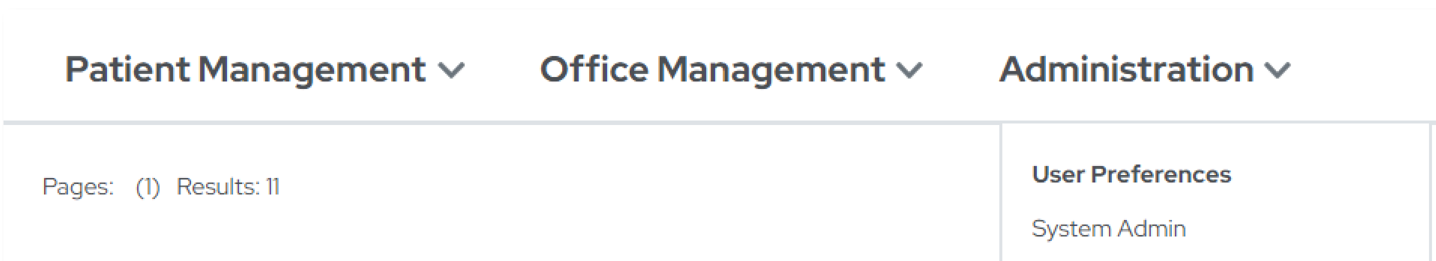
7. Once we have approved your registration, you will receive an email confirmation, and you may log in to the provider portal.

Administration

Within the Administration section of the portal, the provider's local administrator (typically the office manager) can perform administrative tasks (i.e. add new users and customize the system to his/her practice preferences).

Features include:

- User Preferences
- System Administration
- NPI Submission



For instructions on Adding, Deleting and Modifying Users, please see our [Office Management User Guide].