



WEB PORTAL LOG-IN/REGISTRATION

- **From the EqualityCare Website, click on “Provider Services”**
- **This is where you will log in, or if you haven’t done so, complete the Web Registration.**
- **Click on “Web Registration”**
- **Fill in Provider number, Tax ID or SSN, Trading Partner ID and password (this info will come from log in sheet mailed to you by EDI)**
- **Click on “continue”**
- **This is the Web Registration confirmation screen. Make sure this is your information. If it is, click on “continue.”**
- **Add Trading Partner IDs if necessary. When the list is complete, click on “continue.”**
- **This is the Web Registration Create 1st OA page. Every provider must create a new user to be the first OA.**
- **This is the Web Registration OA Confirmation page. Verify everything is correct and click on “submit.”**
- **This is the Web Registration completion page. You may want to print this for your records. You will be sent an email with a single use password once this registration is received. You must change this password upon logging in for the first time.**
- **You can now log in. Enter the user ID you created, and the password that was emailed to you from EDI. Click on “log in.”**
- **Choose your organization, click on “submit.”**
- **This is the Wyoming Medicaid home page. To change your password, you will click on “change password.”**



- **Enter the old password, new password, and new password again. Click on “submit.” A confirmation message will display. Click on “home” to go back to home page.**
- **Click on “Add New User to Organization”**
- **Click again on “Add New User to Organization”**
- **The provider will complete this screen and select their security privileges at the bottom. So to pull RAs, they will select “Remittance Advice Viewer.” Then click on “submit.”**
- **Add New User Confirmation page. Verify all information is correct. Click on “submit.”**
- **Log out, and then log in using new password you have created.**
- **To access your RAs, you will click on “RA reports.”**
- **Click on “RA reports” again.**
- **Select your provider number, click “continue”**
- **Choose from this list which RA you would like to view. You may also print the RA.**