AultCare Vendor Login Guide

REVISED 11/15/2018

Background

AultCare can currently accept files via web file submission as well as SFTP. Before you can use the AultCare website, you must register for an account. This document is designed to give you information on how to create an AultCare Web login account.

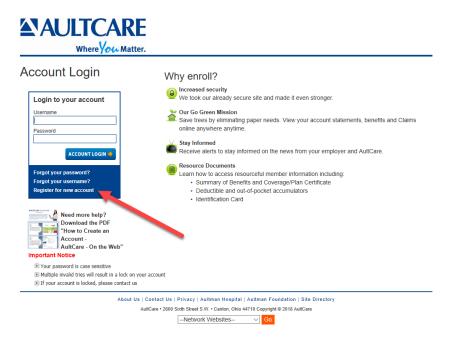
Creating a Vendor login to the AultCare website

Open a web browser and go to <u>www.aultcare.com</u>.

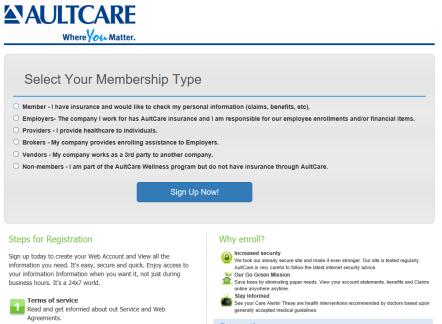
Click on Account Login link at the right top of the screen.



Select "Register for new account" on the next page.



Select "Vendors – My company works as a 3rd party to another company." and click on "Sign Up Now!"



2 Identify yourself Enter your member id and select your Name.

Top questions How long will it take? Signing up should take you about 10-15 minutes

Step # 1 – You must agree with our "Terms of Service" before you can create an account with us. From this page:

- 1. Read the Terms of Service;
- 2. Select "I Agree" to agree with the "Terms of service" outlined on this page;
- 3. Indicate your approval by entering your name in "By:" textbox;

Click on "Continue" button to proceed



in accordance with all applicable state and federal laws. You further agree that you will not share your username, password, or any information learned from this application, and that you will notify AultCare if you have reason to believe someone has learned your username or password. Furthermore, you agree that your duty to maintain the confidentiality of protected health information maintained on the "My AutCare" database survives the termination of your relationship with AutCare .

To access "My AultCare" go to www.aultcare.com . The terms of this non-disclosure agreement also apply to using the AultCare FTP site which requires a separate login and password.



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Step # 2 – Enter the following information:

Your first name;

Your middle initial;

Your last name;

A phone number where we can reach you;

The title of your position.

Click on the "Continue" button to proceed.



Step # 3 – Fill this page in the following manner:

- 1. Enter the 9 digit Tax ID number of your company (without the dash);
- 2. Enter the name of your company;
- 3. Enter the Address of your company;

Adding the Group Numbers: (if applicable)

- 1. Enter the Group Number of a company
- 2. Click "Add" button.
- 3. The Group Number will then appear in a listbox underneath.
- 4. If you need to add more groups, repeat the steps in this section.
- 5. Add the reason why you are asking access to these groups.

Optional Information on this page:

If you already know someone at AultCare (e.g Account Coordinator), you can helps us expedite the verification process for your vendor account by supplying the following "optional" information:

- 1. Enter the phone number of your company where we can reach you;
- 2. Enter the name of the person you know at AultCare; (e.g. Account Coordinator)

Account			
Registrat	egistration		
Company Details	Step 3 of	9 3 of 6 🗌 📄 🔲 💭 💭	
ax ID:	Please enter your numeric tax ID (no dashes)	Information Please enter at the	
mpany Name:		minimum, your:	
ompany Address Line 1		Company's tax ID number Company's name	
ompany Address Line 2		 Company's address 	
ty, State, and Zip- ide:	City: State: State: State - V Zip: (x00000)		
ease enter the groups u would like to have cess to:	Add Correctors a Group number and click the 'Add' button to add it to the list		
ease specify why you ed access to the lected groups			
mpany Phone Number	Format: XXX-XXX-XXXX-XXXX		
ntact Information	Enter the name of your contact person with AultCare, Aultra, or PrimeTime		

Step # 4 – Enter the following information:

• Username for your account When you enter a username of your choice, the system will tell you if it is already taken or not. If the username is already taken, please choose and enter different username.

		-
Username:	my username	Username already in use
	Enter a username	

- Password for your account. The password that you choose should consist of:
 - At least 8 characters
 - o At least one uppercase character and one lowercase character
 - At least one number
- Your email address. Please enter correct email address. We will use this email to communicate with you.
- Three security questions with answers. Please select your security questions carefully. We will ask you these questions if you forget your username and/or password.

Click on "CONTINUE" button to proceed.

Account Information		Step 4 of 6 🗌 🔲 🗖 🗖 💭
Usemame:	Enber a username	Information
Please enter a password:		Please enter the following information that will represent yo account information
Please enter your Emails	Confirm your password Same value must be entered bice	A unique sestmame A passevord that contain & churacters & d'hard cost & A' bissif cos > appercase
Please select and answer a few security questions:	Select Password Question 1: Which city do you live in?	character • Ad least one beverane character • Ad least one number
	Select Password Question 2: How many brothers and alsters do you have? Answer:	 Your erral address Three security questions with answers
	Select Password Question 3: Who is your favorile leader?	

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Step # 5 – Fill this page in the following manner:

- 1. Reason for requesting access. Select your reason(s) for requesting access. You can select more than one reason.
- 2. SFTP IP Addresses. If you will be using secure FTP transfer in addition to our website, please list the IP address(s) that will be used.
- Authorization to represent your company. Since you are applying for an vendor account, you will need to select "I Agree" to agree that you are an authorized representative of the company you are applying this account for; Indicate your approval by entering your name in "By:" textbox;

Optional Information on this page:

If you need to send us a message or a note in relation to the account or access you are requesting, you can enter it in the comments box.

Click on "CONTINUE" button to proceed.

Account				
Additional Information	Registration			
Reason For Requesting	Exchange Electronic Claims			
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Prot Des agreenners Plasas atter eny	(byping your name will represent your signature)			
message, commenta, er additional rodes here.				

This is the final page of your account registration process. You must agree to the Trading Partner Agreement specified on this page. You can print this agreement by clicking on "Print this agreement".

On this page:

- 1. Read the Trading Partner Agreement.
- 2. Select "I Agree" to agree to the "Trading Partner Agreement" outlined on this page;
- 3. Indicate your approval by entering your name in "By:" textbox;

Click on "FINISH" button to proceed.

0	nline Registration	
Trading P	artner Agreement	Step 6 of 6 🗌 💭 🗖 🔳
	▲ AUI	LTCARE
	Trading	Partner Agreement
a health plan, il information ill		ng on behalf of a health plan, health care clearinghouse, or health care provider who transmits any hea 160 and 162 ("trading Partner"). AutCare Corporation represents that t is acting an behalf of tsett an
by them conta		into firm. Both parties a cknowledge and agree that the privacy and security of data held or exchange valie alego accessary to ensure that transactions between them compty with the Health insurance for. The parties agree as follows:
L. East and y	will also reasonable periods analysis in the information submitted in an electro-	printemation is lively, preside, eccurate, and encare. The parties agree to bits responsible.
WITNESS W	HEREOF, the parties hereards fix their signalares to duplicate copies, each	h of which shall be deemed as original, at (Dhy), (State), (
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	AutCale - 2000 Skith Street S W	M Canton, Ohio 44710 Copylight @ 2011 AubCare

Upon successful completion of your account registration, you will see the following message:

Thank you for the submission of your registration request. You will be receiving an email shortly advising on the next steps to complete the process.

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	Ohio 44710 Copyright @ 2011 AutOm

What happens next?

Upon completion of the registration process, you should receive an email stating that the registration process has been completed. (Note: At this time, your account is not active yet)

We will review the application and finish with the account setup process.

When your account setup has been completed, you will receive an email informing you that your account has been set up and is ready for use. (Note: At this time, the process is complete and you will be able to login to our new website)

