

# Aultra Employer Account Registration Guide

REVISED 07/28/2011

## Background

Aultra has launched a new website (AultCAS.com) which offers better tools and improved security. AultraGroup.com (the current AultCare site) will eventually be re-directed to AultCAS.

It is important to us to ensure that you as an employer can move your account from our current website to the new AultCAS website as smoothly as possible. Before you can use the AultCAS website, you must register for an account. This document is designed to give you information on how to create an AultCAS Web login account.

We also encourage you to read the “Frequently Asked Questions” for Employers over [here](#).

Thank you,

AultCAS Web Team

[AultConnect@AultCare.com](mailto:AultConnect@AultCare.com)

# Creating an Employer login to the AultCare-AultCAS website

Open a web browser and go to <https://www.aultcas.com/Aultra/Register.aspx> .

Select “Employers” as your “Membership Type” and click on “SIGN UP NOW” button.

The screenshot shows the Aultra Administrative Group website registration page. At the top, there is a navigation bar with the Aultra logo, a search bar, and links for Provider Directory, AultCare, Individual Coverage, and Search Site. Below the navigation bar, there are links for Members Home, Provider Info, Pharmacy Center, Health & Wellness, Forms, Help, and Policies & Disclaimers. The main content area is divided into two columns. The left column is titled "Steps for Registration" and lists five steps: 1. Terms of service, 2. Identify yourself, 3. Create your User Name and password, 4. Select your secret Questions, and 5. Review and Create your Account. The right column is titled "Why enroll in AULTCAS?" and lists three benefits: Increased security, Our Go Green Mission, and Stay Informed. Below these benefits is a "Top questions" section with links for "How long will it take?", "What do I need to register?", "Where can I verify my account?", and "I did not receive my verification email, can you send it again?". At the bottom of the right column, there is a "Select Your Membership Type:" dropdown menu with "Employers" selected and a "SIGN UP NOW" button.

## AULTRA EMPLOYER ACCOUNT REGISTRATION GUIDE

**Step # 1** - You must agree with our “**Terms of Service**” before you can create an account with us. From this page:

1. Select “**I Agree**” to agree with the “**Terms of service**” outlined on this page;
2. Indicate your approval by entering your name in “**By:**” textbox;

Click on “**CONTINUE**” button to proceed.

### AultCAS Online Registration

Terms Of Service Step 1 of 6 ■ □ □ □ □ □

#### Request for Access / Non-Disclosure


“My AultCare” is a secure, web-based application. It requires a user name and password to access. By requesting a user name and password, you acknowledge that you have the authority to request such access. “My AultCare” is intended to assist AultCare’s clients with their health care operations or payment activities, such as eligibility verification or claims submission. It is provided as a service to AultCare’s clients. Misuse of this privilege may result in the revocation of your ability to access the “My AultCare”; application.


By using “My AultCare” you agree that “My AultCare” provides access to confidential protected health information, and that you will maintain this confidentiality 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 AultCare” database survives the termination of your relationship with AultCare .

To access “My AultCare” go to [www.aultcare.com](http://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.

**I Agree**       **I Do Not Agree**

**By:**



 Print this agreement

[Continue >>](#)

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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 “CONTINUE” button to proceed.

**AultCAS Online Registration**

Personal Details Step 2 of 6

Your First Name:

Middle Initial:

Your Last Name:

Phone Number:   
Format: XXX-XXX-XXXX

Position:

**Information**

Please enter your:

- First Name
- Last Name
- Phone Number
- Position at your workplace

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## AULTRA EMPLOYER ACCOUNT REGISTRATION GUIDE

### 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 Street Address of your company;

### Adding the Group Numbers:

1. Enter the Group Number of your 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.

### Optional Information on this page:

If you already know someone at AultCare (e.g Account Coordinator), you can help us expedite the verification process for your employer 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 Aultra; (e.g. Group Account Coordinator)

Click on "CONTINUE" button to proceed.

### AultCAS Online Registration

Company Details Step 3 of 6

**Tax ID:**   
Please enter your numeric tax ID (no dashes)

**Company Name:**

**Company Address Line 1**

**Company Address Line 2**

**City, State, and Zip-Code:** City:  State:

Zip:  -(XXXXX)

**Please enter the group number/s to which you belong:**

Enter a Group number and click the 'Add' button to add it to the list

**Company Phone Number**   
Format: XXX-XXX-XXXX

**Contact Information**   
Enter the name of your contact person with Aultcare, Aultra, or PrimeTime

**Information**

Please enter at the minimum, your:

- Company's tax ID number
- Company's name
- Company's address

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**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.

<b>Username:</b> <input type="text" value="my username"/> <span style="color: red;">Username already in use</span> Enter a username
--

- **Password for your account**  
The password that you choose should consist of:
  - 8 characters
  - 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.

**AultCAS Online Registration**

Account Information Step 4 of 6

**Username:**  Enter a username

**Please enter a password:**   
 Confirm your password

**Please enter your Email:**   
 Same value must be entered twice

**Please select and answer a few security questions:**

Select Password Question 1:    
Answer:

Select Password Question 2:    
Answer:

Select Password Question 3:    
Answer:

**Information**

Please enter the following information that will represent your account information

- A unique username
- A password that contains:
  - 8 characters
  - At least one uppercase character
  - At least one lowercase character
  - At least one number
- Your email address
- Three security questions with answers

**Step # 5 - Fill this page in the following manner:**

1. Reason for requesting access  
Select your reason(s) for requestng 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.
3. Authorization to represent your company  
Since you are applying for an employer 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.

AultCAS  
Online Registration

Additional Information
Step 5 of 6

**Reason For Requesting Access:**

Exchange Electronic Claims Remits  
 Sending Eligibility  
 Receiving Month End Reports  
 Monthly Billing  
 Core 270/271  
Online Eligibility Verification

Select reason(s) for requesting access so that we can process your request accordingly. (Hold the Ctrl to select multiple reasons)

**If you will be using secure FTP transfer in addition to our website, please list the IP address(s) that will be used:**

**Authorization**

I, \_\_\_\_\_, am an authorized representative of \_\_\_\_\_ authorized to conduct business in the State of Ohio

**I Agree**    
  **I Do Not Agree**

By:

Print this agreement

**Please enter any message, comments, or additional notes here:**

Information

Please enter, at minimum, the following information to assist us in setting up your requested account properly:

- Reason for requesting access
- Authorization to represent your company

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Go



**AULTRA EMPLOYER ACCOUNT REGISTRATION GUIDE**

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".


**From this page:**

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

Click on "FINISH" button to proceed.

**AultCAS**  
Online Registration

Trading Partner Agreement Step 6 of 6

  
**AULTCARE**  
Trading Partner Agreement

This Trading Partner Agreement is made this 29 day of July, 2011, by and between AultCare Corporation, 2600 Sixth Street SW, Canton, OH 44710, and a health plan, health care clearinghouse or health care provider, or any other entity acting on behalf of a health plan, health care clearinghouse, or health care provider who transmits any health information in electronic form in connection with a transaction covered by 45 CFR Parts 160 and 162 ("Trading Partner"). AultCare Corporation represents that it is acting on behalf of itself and its affiliated entities Aultra Administrative Group and/or McKinley Life Insurance Company.

The Trading Partner intends to conduct transactions with AultCare Corporation in electronic form. Both parties acknowledge and agree that the privacy and security of data held or exchanged by them contains Protected Health Information (PHI). Each party agrees to take all reasonable steps necessary to ensure that transactions between them comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and regulations promulgated thereunder. The parties agree as follows:

1. Each party will take reasonable care to ensure that information submitted in an electronic transaction is timely, complete, accurate, and secure. The parties agree to take reasonable


IN WITNESS WHEREOF, the parties hereunto fix their signatures to duplicate copies, each of which shall be deemed an original, at \_\_\_\_\_ (City), \_\_\_\_\_ (State), \_\_\_\_\_

\_\_\_\_\_  
Name (Printed)  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State, Zip Code  
\_\_\_\_\_  
Telephone Number  
\_\_\_\_\_  
Tax Identification Number

Revision Date: 08/26/2005, 07/25/2007, 11/05/08

I Agree     I Do Not Agree

By:

 Print this agreement

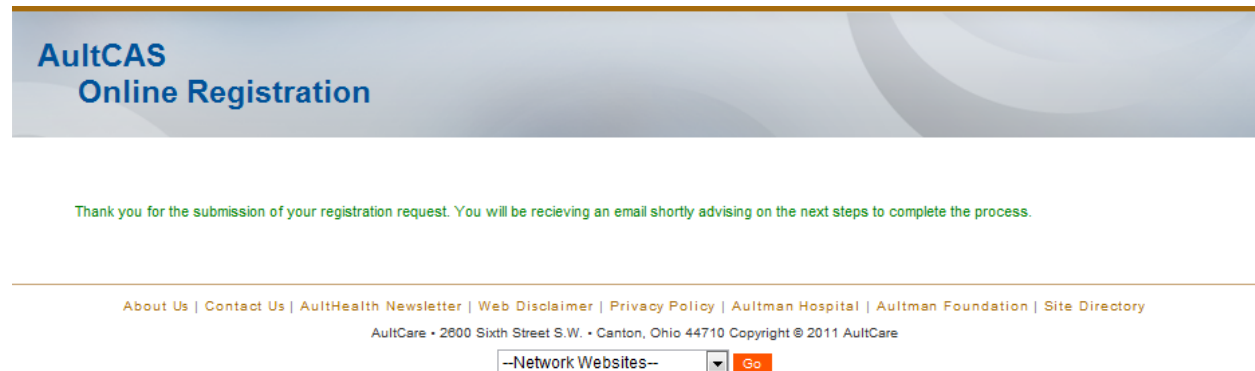
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Upon successful completion of your account registration, you will see the following message:

**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.**



## 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)