AultCare Provider Account Registration Guide

REVISED 11/4/2011

Background

AultCare has launched a new website (AultCAS.com) which offers better tools and improved security. AultCare.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" over here.

Thank you,

AultCAS Web Team
AultConnect@AultCare.com

Creating an Provider login to the AultCare-AultCAS website

Open a web browser and go to www.AultCAS.com

Click on Create Login link at the right of the screen.

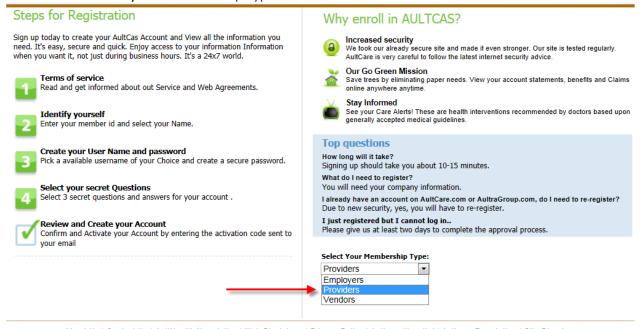


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Select "Providers" as your "Membership Type" and click on "SIGN UP NOW" button.



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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.



I Agree I Do Not
Agree

By: John Provider

Continue >>

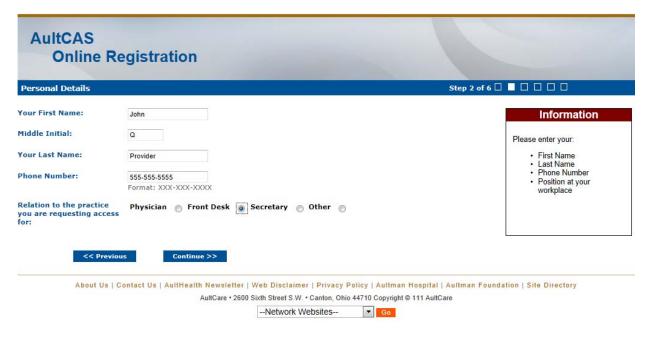
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Step # 2 - Enter the following information:

- Your first name;
- Your middle initial;
- Your last name;
- A phone number where we can reach you;
- The title of your position



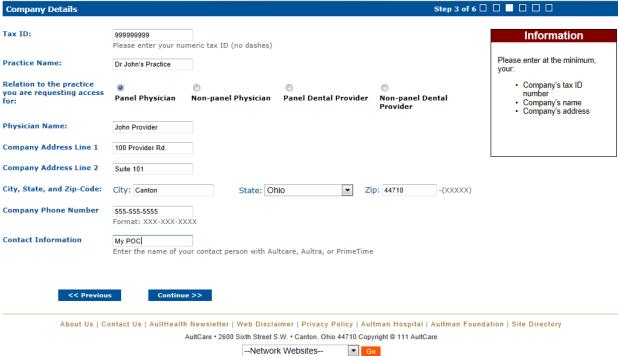
Step # 3 - Fill this page in the following manner:

- 1. Enter the 9 digit Tax ID number of your office (without the dash);
- 2. Enter the name of your practice;
- 3. Select the relation you are to the practice;
- 4. Enter the physician's name of the practice;
- 5. Enter the Street Address of your company;

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 employer account by supplying the following "optional" information:-

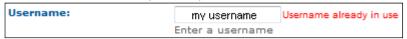
- 1. Enter the phone number of your company where we can reach you;
- 2. Enter the name of the person you know at AultCare; (e.g. Group Account Coordinator)



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.



Password for your account

The password that you choose should consist of:

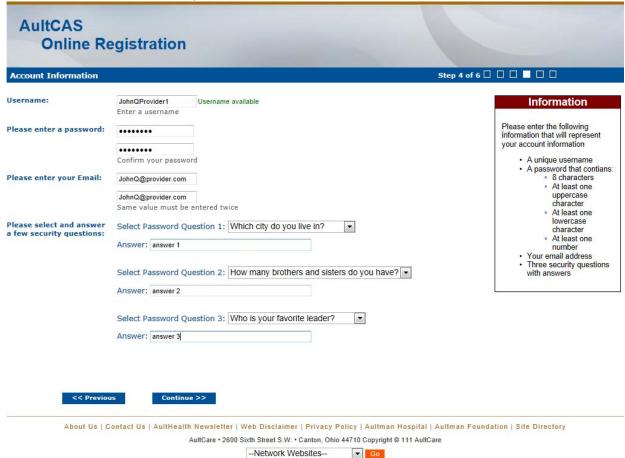
- o 8 characters
- o At least one uppercase character **and** one lowercase character
- o At least one number

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.



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. Voucher number

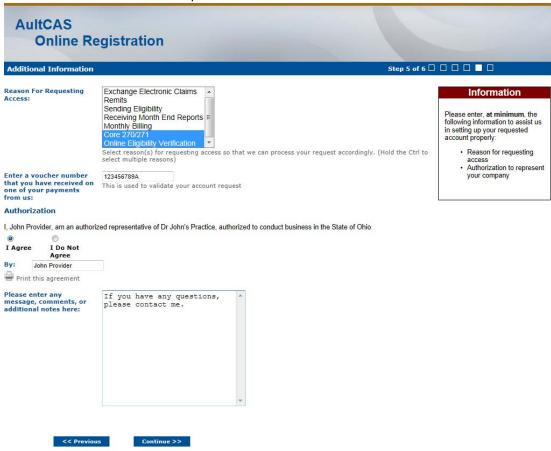
The voucher number is used to verify that you have access to the information that you will be gaining access to on our website. Please enter one from a recent claim.

3. Authorization to represent your company

Since you are applying for an provider account, you will need to select "I Agree" to agree that you are an authorized representative of the provider 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.

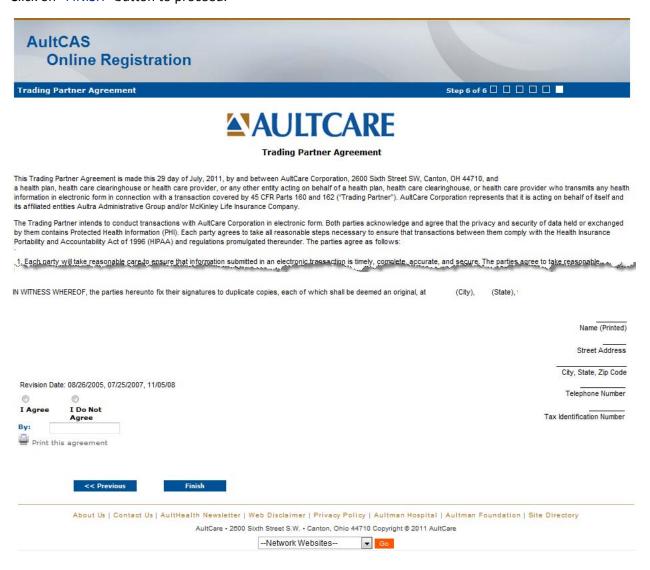


This is the final page of your account registration process. You must agree to the Trading Partner Agreement specified on this page. You can print this agreement by clicking on "Print this agreement".

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.



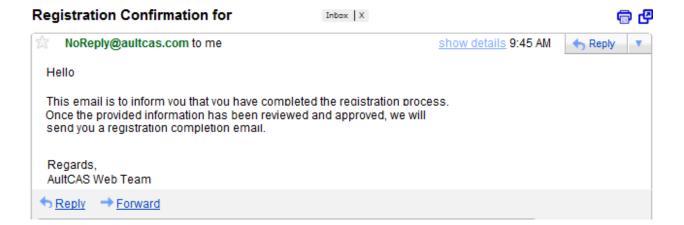
Upon successful completion of your account registration, you will see the following message:

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)