

Ready to Register with Availity? Follow these Six Simple Steps

Not sure how to register an organization with Availity's multi-payer portal? Availity requires each user to have his/her own unique user account to work with participating payers. Here's some guidance to get you on your way.

Step 1: Create a User Account

If you are new to Availity and want to register a new Provider or Billing Services Organization, go to **Availity.com** to first create a user account. Click either Providers or Billing Services.



Step 2: Input Your information



A First Name

B Last Name

C E-mail Address

D User ID and Password

E U.S. State or Territory You Serve

Step 3: Choose Three Security Questions.



-- Choose a secret question to add greater security --

Step 4: Verify and Submit Your Information



A First Name

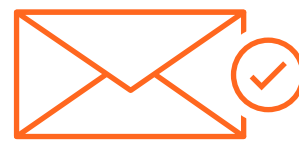
B Last Name

C E-mail Address

Submit

Step 5: Email Confirmation

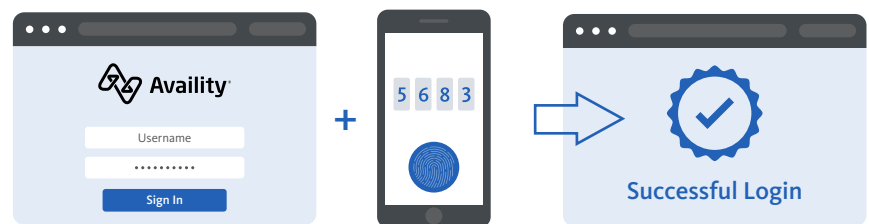
Go to your inbox and confirm your email address within 24 hours.



Confirm Email

Step 6: Multi-Factor Authentication

Log in to Availity Portal where you will receive a prompt to enroll in 2-step authentication.



Once you complete 2-step, you will land on the Availity Portal home page where you'll receive a notification with instructions on registering your organization.

Your user registration with Availity is now complete. We are excited to have you on board!