

Register now for www.humana.com

1. Enter www.humana.com in the address field of your Internet Explorer, click **Go**.
2. Click on the **Register Now** tab located on the upper right hand side of the page.
3. Select **Provider** as the user type.
4. Choose **Register/Create a new application**. After reviewing "What you will need", click **Next**.
5. Enter the demographic and contact information for your organization in the appropriate boxes.
 - "**Type of Organization**", *most* providers as well as Proprietary billing services will choose **Provider Group**. Third party billing services will choose **TPA/Billing SVSC**.
6. Create **Application Access Code** - This is a temporary code you will need to check the status of your application. Please be sure to write this access code down along with the application number and retain in an easily accessible file for future use. Click **Next**.
7. Add **identifier** information
 - **Provider Groups** - enter your tax identification number(s) without the hyphen.
 - **TPA/Billing SVC** – (proprietary billing services will select **Provider Groups** as indicated above)
Bypass this field. TPA/Billing services are not required to add a tax identification number.
NOTE: Access to view individual provider information must be granted by each provider you represent. For an explanation of the delegation of work process, please contact your Provider Connectivity Consultant as identified at the end of this document.
 - **Affiliate Providers** – enter your Grouper Number.Click **Next**.
7. Please enter a shipping and/or alternate address complete the appropriate fields. Click **Next**.
8. **Primary Controlling Authority (PCA)** – This may be an officer, manager, or principal of the organization or anyone who has the authority to sign contracts on behalf of the organization. You may either click "Use My Name" and "Use Organization Address", if it is the same information, or you may enter the appropriate information in the remaining boxes. Click **next**.
9. If you would like to register an Alternate Controlling Authority (ACA) complete the appropriate fields. If not, click **Next**.
10. Enter the following information:
 - **Primary Access Administrator (PAA)** –This person will have ultimate security access. The PAA will be able to add, terminate and change the security for your employees. You may either click "Use My Name" and "Use Organization Address", if it is the same information, or you may enter the appropriate information in the remaining boxes.
 - **User ID** – This will be your permanent password for logging into Humana.com. This should be 6 –15 characters and can be alphanumeric.
 - **AKA Name** – This is your secret password between you and our help desk. If you need to call in, you will be asked to verify your AKA Name for security purposes. It must be different from your User ID but will also be 6 to 15 alphanumeric characters.Click **Next**.
11. A summary is offered for your review. If you need to change information, simply select **edit** in the appropriate box. Click **Next**.
12. Click **print app**. A new window will open and an adobe page will be displayed. Once this application screen opens, you must print it (as you would any other document) before you are able to continue. The person(s) designated as the **PCA and ACA need to sign this application in front of a witness (Humana employee or notary is no longer required)**. The witness also needs to sign and date the application. Dates must match.
16. Close the application (adobe) window and the screen will return to the previous page. Click **Next** to finalize and submit your application. Click **Ok** to leave the registration center.
13. Mail the completed form to the address shown on the front page of the application.

Note: You will be able to access www.humana.com as a registered user once you receive your password/number from Humana, via US Mail. Please allow two weeks from the date that you mail the application. If you do not receive your access letters within the fore-mentioned timeframe, please contact your Provider Connectivity Consultant or you may E-mail deployment@humana.com for more information.