

OneHealthPort

Administrator Step-By-Step Instructions

Administration Account

To get to the Administration Account section of the website:

1. Go to <http://www.onehealthport.com/>
 2. Click on Single Sign-On “Manage Your Account”
 3. Click on "Administrator Account Login"
 4. Login with OneHealthPort User Name and Password
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Quick Tip

Click on “List Users” for access to many functions on one page.

- Resend Activation Code
- Reset Passwords
- Add & Remove Roles
- Remove Affiliations
- Deactivate Users
- View User Details
- Promote & Demote user

Organization Menu

- > Add/Edit Tax ID
- > Modify Profile
- > Add Administrator
- > Remove Administrator
- > Create Sub-Organization
- > List Users

Resend Activation Code

1. Log in to your Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
2. Click on “Resend Activation Code”
3. Click the drop down arrow for a list of inactive Subscribers
4. Click on one Subscriber, and then click “Next”
5. The screen will show you an Activation Code. You must deliver the Activation Code to the Subscriber. An automatic email will be sent to the Subscriber, providing the Subscriber ID and web site link (URL) need to complete the registration. You should make certain that the Activation Code is received only by this Subscriber

Reset User Password

1. Log in to your Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
2. Click on "Reset Password"
3. Select an active Organization that the Subscriber belongs to from the drop down arrow, click "Next"
4. Select the Subscriber from the drop down arrow, click "Next"
5. An automatic email will be sent to the Subscriber, providing the web site link (URL) need to complete the reset
Reset password email comes from noreply@onehealthport.com
Have user check their Spam and Junk mail if they didn't receive it in their email box
6. Click "Close"

Affiliate User

1. Log in to your Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
2. Click on "Affiliate Subscriber"
3. Click the drop down arrow to pull up the list of organizations you are the admin of, select the one you want to affiliate the user to
4. Click "Next"
5. Enter Subscriber ID in the search box, or use the drop down arrow to find the Subscriber, select the Subscriber, and then click "Next"
6. Choose the role you want the user to have, click "Next"
7. Confirm selection and click "Close"
8. The Subscriber will receive an email with details of the affiliation and will need to accept or decline the affiliation before the affiliation can take place
9. The Administrator will also receive an email to confirm the affiliation and if it was accepted or declined

Modify Organization Information

1. Log in to your Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
2. Click on "Modify Profile"
3. Select the Organization you want to modify from the drop down menu, click "Next"
4. Modify the Profile, click "Next"

Add/Edit/Delete TIN

1. Log in to your Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>

2. Click on Add/Edit Tax ID number, and select the organization from the drop down arrow, click “Next”
 3. To add a new one, click “Add New Tax ID” button, to delete an existing one, click the “ – “ image next to the Tax ID
 3. Click “Finish”
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Add Role

1. Log in to your Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
 2. Click on “Add Subscriber Roles”
 3. Select your Organization from the drop down arrow, click “Next”
 4. Select the Subscriber ID account you want to change the role from the drop down arrow, click “Next”
 5. Check which role you want, click “Next”
 - Licensed Practitioner – Provider Source – All Providers.
 - Credentialing Manager – Provider Source – To login to Provider Source and fill out credentialing information for providers.
 - EFT Admin – For access to EFT Transactions in Premera.
 6. Click “Close”
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Nominate Subscribers

1. Log in to your Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
 2. Click on Nominate Subscriber
 3. Click “Approve” on the Terms Page
 4. Click on the drop down arrow and select Organization you want to nominate the Subscriber to, click “Next”
 5. Fill out the user's name and email address, click “Next”
 6. Add the Role for this new Subscriber, click “Next”
 7. **Copy/Paste or write down the User ID and Activation Code, you as the admin are personally responsible for delivering the user name and activation code to the user. This Activation Code will expire in 72 hours.**
 8. Click “Close”
 9. If you miss the activation code or if the user needs it again, you can resend it by clicking on "Resend Activation Code".
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Promote Admin

To promote a user to Administrator user must activate account before admin promotes to admin.

1. Log in to your Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
2. Click on "Add Administrator", click “Next”
3. Click the drop down arrow to select your organization, click “Next”

4. Select the Subscriber you want to promote, click “Next”
 5. When the system is done processing, click "Close"
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Create Sub-Organization

1. Login to Administrator Account:
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
 - a. Click “Create Sub-Organization”
 - b. If you belong to more than one parent Organization you will then choose which parent Organization your new Sub-Organization will be created under, click “Next”
2. Fill out Sub-Organization Information, click “Next”
3. Add TIN – to add a new one click “Add New Tax ID” button, OR to delete an existing one the icon next to the Tax ID
4. Enter Tax ID and click continue
5. To see your Sub-Organization click on “List Users” in the Administrator Menu
 - a. From the “List Users” page you can affiliate users to the Sub-Organization or use the admin menu “Affiliate Subscriber”