

MEDBEN MEDICAL PROVIDER PORTAL ON MEDBEN ACCESS Self-Registration Instructions

Welcome to **MedBen Access**! This website allows registered MedBen providers to perform a wide range of claims and benefits services. Our online features make patient information coordination easy!

Doctors and office managers alike can create personal accounts to use MedBen Access features. All accounts are created separately and must be approved by the MedBen Provider Review Team.

SELF-REGISTRATION

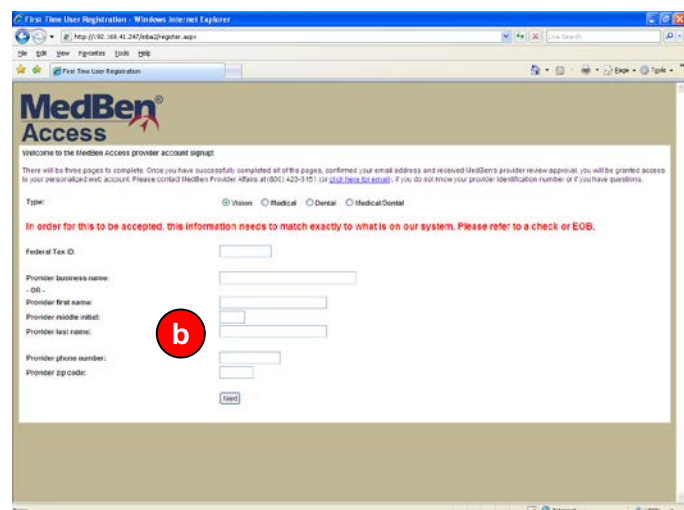
To **self-register** on MedBen Access, follow these steps:

- 1) Go to **https://mbaccess.medben.com**.
- 2) On the MedBen Access home page, click on the **“Please register here”** link located in the Login box (a).
- 3) You will be prompted to select whether you are a **Participant or Provider**. Select "Provider" and press the "Submit" button.
- 4) Read the **MedBen Access Privacy Policy** and press the "I AGREE" button.
- 5) On the next three pages, you will create your provider account. **PLEASE NOTE** that in order to sign up, **the information you enter needs to match EXACTLY to how it appears on our online system**. Should you need guidance, please refer to a MedBen check or EOB. If you have questions, please contact MedBen Provider Affairs at **provideraffairs@medben.com** or **(800) 423-3151**.

- On the **first** page, **designate your provider type** – Vision, Medical, Dental, or Medical/Dental – by selecting the appropriate option button.

Next, you will **identify your business**, either by business name or provider name (b). Your Federal Tax Identification Number is also required; if you have a question about this, please contact MedBen Provider Affairs.

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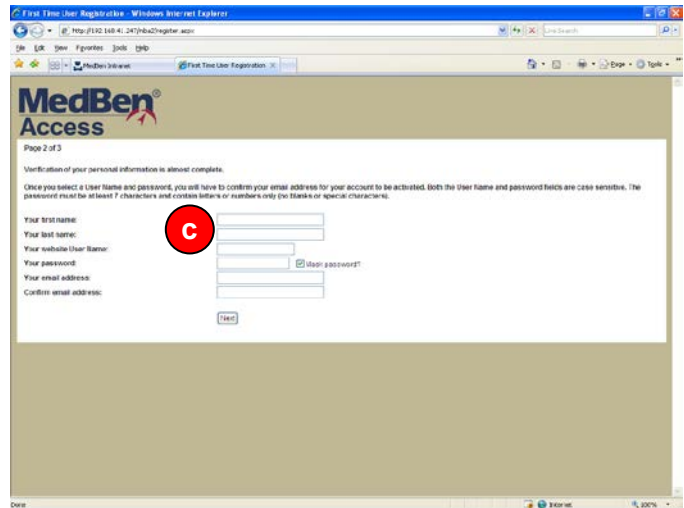
ISO 9001 CERTIFIED

Once you have completed the required fields, press the “Next” button. If a required field is left empty or doesn’t match the information on our online system, you will be prompted to enter the correct information.

- On the **second** page, you will create a **unique user name and password (C)**. Both are case sensitive, and your password must be at least 7 characters and contain letters or numbers only.

Once you have completed the required fields, press the “Next” button.

- On the **third** page, you will see a message informing you that an e-mail letter has been sent to you to confirm your e-mail address. Before clicking "Continue," be sure to print or download the authorization form.
- 6) Check your mailbox for the e-mail letter, which includes a link to **confirm your e-mail address**. Please click on the link or copy and paste the web address into your browser.
 - 7) Once confirmation is complete your access will be enabled by MedBen’s Provider Review Team. The completed authorization form is required before we can complete your registration. The authorization form is found on page 3. Please email **provideraffairs@medben.com** if you need us to send you a copy.



USING MEDBEN ACCESS FEATURES

Depending on the provider type you designated on the first registration page, MedBen Access will display a varied menu of claims and benefit services. To download specific Usage Instructions for your group, click on the “**Help**” function located near the top of the page over the work area. Links to MedBen’s privacy policy and terms of use will also be found here.

QUESTIONS?

We designed **MedBen Access** to provide you with fast access to claims and benefits services, but should you need additional assistance, please contact MedBen Provider Affairs at **provideraffairs@medben.com** or **(800) 423-3151**.