

Register for New CAQH ID

Visit

<https://proview.caqh.org/PR/Registration> - PHONE # 1-888-599-1771

Follow the steps below to complete the CAQH ProView process.

The menu prompts in CAQH ProView take you through each step; click the “Save & Continue” button at the bottom of each page to go to the next page. Each step specifies instructions for “New Users” who are using CAQH ProView for the first time or “Current Users” who previously accessed the UPD.

New Users

Providers using the solution for the first time should allow approximately two hours to complete the process. You can also complete the process over several sessions. Click the “Save & Continue” button to save your information if you leave the application or will not be using it for an hour or more. When returning, you must log in and select the section you wish to work on.

STEP ONE	STEP TWO	STEP THREE
<p>Register with CAQH ProView</p> <p>If you have been invited to join CAQH ProView by a health plan, hospital or other participating organization, you may have received a welcome letter with your CAQH Provider ID Number. As a new user, you also have the option to self-register through the CAQH ProView Provider portal: https://proview.caqh.org/pr. Upon completion of the self-registration process, you will receive a welcome email with your unique CAQH Provider ID Number. Once you have received your CAQH Provider ID Number, follow the next steps to complete your registration:</p> <ol style="list-style-type: none"> 1. Go online to https://proview.caqh.org/pr 2. Click “Register.” 3. Enter CAQH Provider ID Number. 4. Enter your authentication data (e.g., SSN, DOB, etc.). 5. Create username and password. 6. Choose and answer three security questions. 7. Acknowledge the Terms of Service. 	<p>Complete the Application and Review Data</p> <ol style="list-style-type: none"> 1. Select “Manage Information” from the top navigation bar. 2. Enter the requested information within each section. <ul style="list-style-type: none"> — Use “Go to previous section” or “Save & Continue” to page forward or backward within your application. — It’s important to click on the “Save & Continue” button to save your information. If you close the browser without clicking “Save & Continue,” you will lose your information. 3. Select “Review” to review your profile and to make any required fixes to your information. During “Review” you can do any of the following: <ul style="list-style-type: none"> — Select “Correct Errors” to view both required and suggested fixes. — Required fixes are items that must be fixed to complete your profile. — Suggested fixes are items that appear irregular or inconsistent within your profile information. — Select “View Documents” to view the status of all uploaded supporting documents, as well as any missing or expired documents. — Double-click on the image in “Review Data Summary” to review a summary of your profile information. — Generate a replica of a state-specific application by selecting the state and double-clicking the image to view. 4. Proceed to STEP THREE to authorize access to your information. 	<p>Authorize Access to Your Information</p> <p>Only you can authorize who has access to your information. For new CAQH ProView users, access the “Authorize” page from the left navigation.</p> <ol style="list-style-type: none"> 1. On the “Authorize” page, you have two options to select which listed organization(s)** you would like to receive your information: <ul style="list-style-type: none"> — “All healthcare organizations that indicate I am an affiliated provider or am in the process of becoming an affiliated provider.” <p>-OR-</p> <ul style="list-style-type: none"> — “Only the healthcare organizations that indicate I am an affiliated provider or am in the process of becoming an affiliated provider, and I specify below:” 2. Select one and click “Save” to proceed to the next step in the process. 3. Proceed to “Next Steps — All Users” on the next page. <p><small>**If a Participating Organization you wish to authorize does not appear, please contact that organization and ask to be added to their provider roster.</small></p>