

Overview

Dental providers can now use the Availity registration wizard to complete the web portal registration process for access to eligibility, benefits, claim status, and remittances for members of Florida Blue's Federal Employee Program (FEP).

HOW DO I GET STARTED?

Use this unique URL to begin the wizard: www.availity.com/FEPdental

WHAT DO I NEED TO DO?


A person who has legal authority to sign agreements for your organization must complete the steps below. Availity calls this person the **Primary Controlling Authority (PCA)**.


Before you begin, gather your organization information, tax ID, NPI, and a recent Florida Blue check (dated 6 months prior to the current date).

Don't have an NPI? Apply here: <https://nppes.cms.hhs.gov/>

1. Identify a person who will perform administrative tasks in the Availity Web Portal, Availity calls this person the **Primary Access Administrator (PAA)**.
2. Enter a valid Florida Blue check number and check amount.
3. Electronically accept the **Organization Access Agreement (OAA)**.

Partial screenshot of the first page of the registration wizard


Registration



Tell us about yourself:

Do you have an Availity account? Yes No

To register a dental organization, you need a recent payment from the health plan to complete this process.

First Name:

Last Name:

Phone: - - ext.

E-mail Address:

Re-enter E-mail Address:

Create a User ID:
6-15 alpha numeric characters

Tell us about your organization:

My organization is a: Dental Org

Billing Service (Does not include Central Billing Offices)

Technology Company (Practice Management Systems, EMR, Clearinghouse)

Health Plan (and Third-Party Administrators)

Organization Name:

Tax ID:

Complete Your Registration and Start Using Availity!

After the check information is validated, the PCA can review, accept the Organization Access Agreement (OAA), and then submit the information to complete process.

WHAT HAPPENS AFTER THE PCA SUBMITS THE REGISTRATION?

Availity sends a couple of e-mails that include the application ID and PAA user ID to finalize the process.

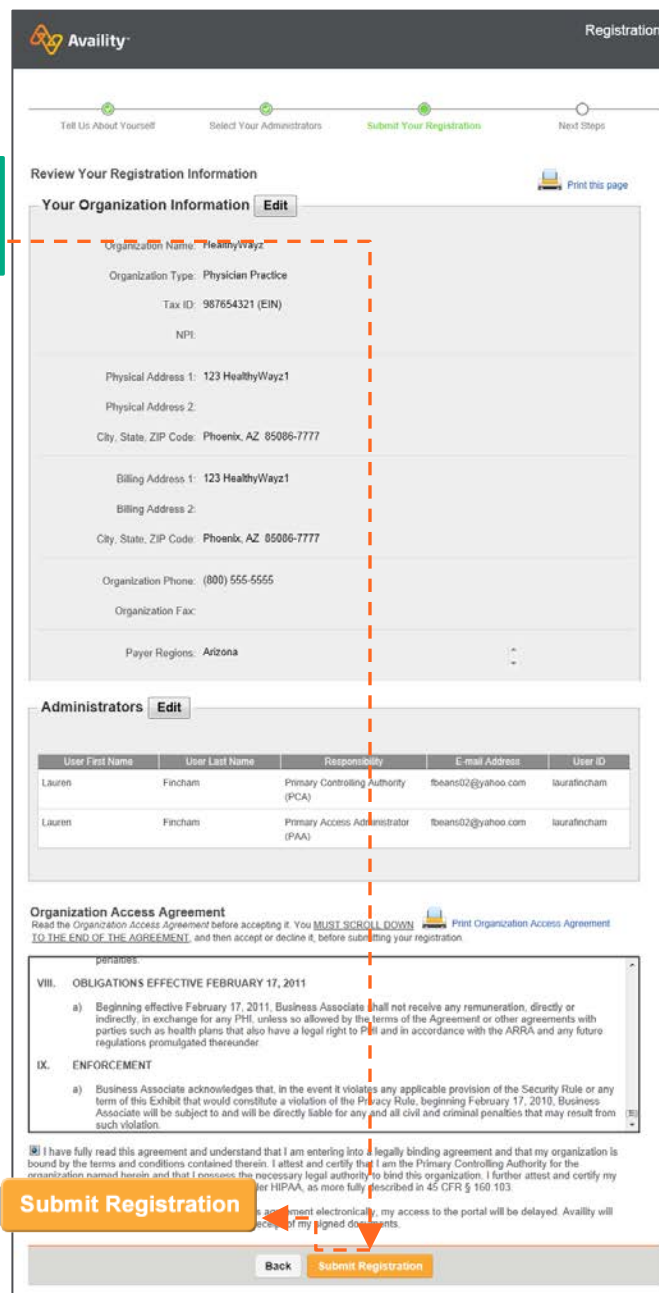
Note: Availity sends the temporary PAA password in a separate e-mail. The temporary password is valid for 90 days.

Important! Before you log in to Availity, please allow Florida Blue up to 72 hours to set up your assigned sender ID in their system.

WHERE DO I LOG IN AND START USING AVAILITY?

After your registration is completed and approved:

1. Go to <http://www.availity.com/>
2. Click [Web Portal Users Login](#) at the top right of the page. Enter your user ID and password to log in to the Availity Web Portal.



The screenshot shows the Availity Registration process. At the top, there's a progress bar with four steps: 'Tell Us About Yourself', 'Select Your Administrators', 'Submit Your Registration' (which is highlighted in green), and 'Next Steps'. Below this is the 'Review Your Registration Information' section, which includes 'Your Organization Information' and 'Administrators'. A dashed orange box highlights the 'Your Organization Information' section, which contains fields for Organization Name, Type, Tax ID, NPI, Physical Address, Billing Address, City/State/ZIP Code, Organization Phone, Fax, and Payer Regions. Below this is the 'Administrators' section, which is a table with columns for User First Name, User Last Name, Responsibility, E-mail Address, and User ID. The table lists two administrators: Lauren Fincham as the Primary Controlling Authority (PCA) and Lauren Fincham as the Primary Access Administrator (PAA). Below the administrators is the 'Organization Access Agreement' section, which includes a checkbox for 'I have fully read this agreement...' and a 'Submit Registration' button. A dashed orange arrow points from the 'Submit Registration' button in the 'Organization Access Agreement' section to the 'Submit Registration' button at the bottom of the page.

MAKE THE MOST OF YOUR AVAILITY EXPERIENCE!

- Refer to [GET THE MOST OUT OF THE AVAILITY WEB PORTAL](#) to increase your knowledge of Availity.
- Review the [Using the Administrator Dashboard](#) help topic to find information about managing your organization and users.
- Click **Free Training** at the top of any Availity Web Portal page to display the [Availity Training](#) help topic that includes live and recorded webinars!