


Register Now!

1. Enter www.humana.com in the address field of your Internet Explorer, click **Go**.
2. Select the **Providers** Tab located in the middle of the screen.
3. Select **Enter Provider Site >**.
4. Select **Register Today**
5. When prompted to “Please tell us who you are”, Select Provider.
6. Select your organization type from the appropriate box when prompted to “Please tell us what type of provider you are:”
 -  a. **Provider Groups** - A physician, hospital, group practice, nursing home, pharmacy or any individual or group of individuals that provide a health care service.
 - b. **TPA/Billing SVC** - (1) TPA - A firm that performs administrative functions (e.g., Claims processing and membership) for a Self-funded plan or a start-up Managed Care Organization (MCO); (2) Billing SVC — An organization that provides billing and collection services for a provider.
 - c. **Affiliate Prov.** — An organization, such as Independent Physician Associations (IPA), Medical Services Organizations (MSO) or Provider Health Organizations (PHO), contracted to provide services on behalf of Humana such as credentialing, utilization management, quality management or claims payment.
7. Choose Register/Create a new application.
8. Select your state from the “Please tell us what state you are in:” dropdown box.
9. Review ‘*What you will need*’ from **Step 1: Introduction/Instruction Screen**. Click **Register Now**.
10. Read and scroll through the ONLINE SERVICES AGREEMENT section and select **I Agree**.
11. Read and scroll through the HUMANA WEB CONFIDENTIALITY AGREEMENT section and select **I Agree**.
12. Enter the Tax Identification Number and requested specific details from two checks to validate registration, select **Next**.
13. If current active Humana.com registrations exist the Primary Access Administrator information will display, select **Next**.
14. Complete the Organization Information section. Include mailing address and contact information, select **Next**.
15. Complete the PCA Demographic Information section. The PCA (Primary Controlling Authority) may be an officer, manager, or anyone who has the authority to sign contracts on behalf of the organization. You may click “Use My Name” and “Use Organization Address” if it is the same information, or enter the information in the remaining boxes. Select **Next**.
16. If you would like to register an Alternate Controlling Authority (ACA) complete the appropriate fields. Select **Next**.
17. Complete the PAA Demographic Information section. The PAA (Primary Access Administrator) will have ultimate security access and responsibility. The PAA will be able to add, terminate and change the security access for employees. You may click “Use My Name” and “Use Organization Address” or enter the information in the remaining boxes. Select **Next**.
18. Additional Tax Id Numbers can be added to the registration and validated. Select **Add Tin** or **Skip** to continue.
19. Complete the PAA User Information section.
 - a. User ID - This will be your permanent Identification for logging into Humana.com. This should be 6 - 15 characters and can be alphanumeric.
 - b. Password - This will be your password for logging into Humana.com.
 - c. Select a **Secret Question** and enter a **Secret Answer** for future reference. This will be used to help you reset your account should you forget your password. Select **Submit**.
20. The **Registration Completed** page will display and you will be able to continue to the Secured Site.