NewMMIS Job Aid: Create Accounts

As an authorized provider user, you can create subordinate accounts and assign services, such as Claim Submission and Status, for your staff members and link staff member accounts to other providers and billing entities in your practice. This job aid describes how to:

1. Create a subordinate account.

Create a Subordinate Account

From the **Provider Online Service Center** home page:

1. Click **Administer Account**.
2. Click **Manage Subordinate Accounts**.
3. Choose the Provider ID Service/Location from the Provider drop down menu.

   Note: This is the Provider ID/SL that you want to create the subordinate for.

On the **Subordinates Search** panel:

4. Click **New Subordinate**.

Enter New Subordinate Information

On the **Add New Subordinate** panel:

5. Enter the subordinate's last name in the **Last Name** field.
6. Enter the subordinate's first name in the **First Name** field.
7. Enter the subordinate's date of birth in the **Date of Birth** (mm/dd) field. **Do not** enter the year.
8. Enter the subordinate's 4 digit PIN (identified by the user or defined by the administrator).
9. Enter the subordinate's email address in the **Email** field.
10. Enter the subordinate's ZIP code in the **Zip Code** field**.**
11. Move the services you want the subordinate to have access to from the **Available Services** column to the **Assigned Services** column by using the forward arrow key.
12. Click **Submit**.
13. Note the system generated username and password on the confirmation message.