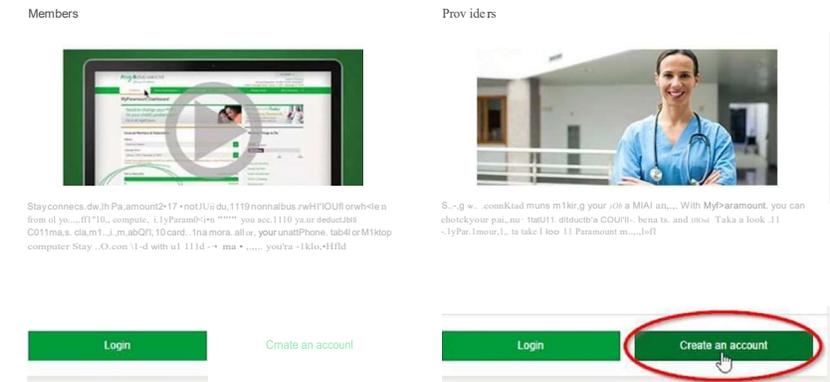


## Provider Registration (new user) On MyParamount.org

You have the ability to view member eligibility, benefits, authorizations, view claims, submit professional claims and view EOPs through our online portal, **MyParamount.org**.

### Creating a New Account

On the MyParamount home page under *Provider*, select *Create an Account*.



### Provider Registration

#### Accept Terms

Read and accept the Terms of Use Agreement. Select *Accept*.

#### Enter Provider Info

Enter the provider *Tax ID* (no punctuation), *Paramount ID Number* or *NPI* (usually the rendering NPIJ, and a *Recent Claim Number* (a processed claim). Note: A claim number is not required for users who will not be reviewing or submitting claims. Select *Next*.

You can create an account to monitor and manage your practice through Paramount. In order to self-register on this website as a provider, you must be a participating provider or have submitted a claim for processing within the last 2 years.

\* Indicates required field

TAXID \*

5 DIGIT PARAMOUNT 10 NUMBER (IF ASSIGNED ) OR NPI NUMBER \*

+ Add another NPI Number

RECENT CLAIM NUMBER

NOTE: If you do not provide a claim number, you will only get e-verify access

**Next >** cancel

## Provider Registration (new user) On MyParamount.org

### Enter Provider Info *(continued)*

Select **Yes** to submit professional claims, otherwise select **No** for view-only access. Select **Next**.

**Request Claim Submission Access (currently Professional claims only)**

NO  YES

By accepting the Terms of Use for the submission of claims, the Provider/prov,der's administrator agrees to and certifies the following

- 1 That this Provider's intent to submit claims through Paramount's MyParamount Portal,
- 2 That the medical services provided were medically necessary,
- 3 That Provider will comply with all applicable federal and state laws,
- 4 That Provider will comply with applicable handbooks and policies and procedures issued by Paramount,
- 5 That all information submitted to Paramount is accurate and complete and the submission of false claims, statements, documents, or concealment of a material fact may be prosecuted under applicable federal and state laws,
- 6 To retain all records and documentation that are necessary to support the full extent of the services provided and to provide this information to Paramount when requested and at no cost

**Next >** Cancel

### Create Profile

Complete all fields. Note that the profile being created is for individual use only, not for users to share.

Each user must create an individual profile. Select **Next**.

<p>Your Account Details</p> <p>REQUESTED USERNAME *</p> <p>PASSWORD *</p> <p>Yours MyParamount password must be at least 7 characters long. It should include a combination of</p> <ul style="list-style-type: none"> <li>• Upper, case and lowercase letter;</li> <li>• Numbers (0-9)</li> <li>• A special character 1 * # \$ % &amp; ' ( ) * . , * / . &lt; &gt; ? @ ( ! } {   ) -</li> </ul> <p>Do not use</p> <ul style="list-style-type: none"> <li>• Period (.) or Underscore ( _ )</li> <li>• Part of your name, more than 10 letters, or your Paramount ID number</li> </ul> <p>CONFIRM PASSWORD *</p>	<p>Profile Information</p> <p>USER FIRST NAME *</p> <p>USER LASTNAME *</p> <p>YOUR EMAIL ADDRESS *</p> <p>EMAIL BE USED FOR PASSWORD RESETS. ACCOUNT NOT FOR COONS ONLY</p> <p>CO FIRM EMAIL ADDRESS *</p>	<p>Security Question</p> <p>SECURITY QUESTION *</p> <p>What is the last name of the teacher?</p> <p>SECURITY ANSWER *</p> <p>Must be at least 5 characters in length</p> <p>CONTACT PHONE NUMBER *</p> <p>CONTACT CELL NUMBER</p>
<p><b>Next &gt;</b> Cancel</p>		

## Provider Registration (new user) On MyParamount.org

### Confirmation

Check the email account associated with the profile for a confirmation message. You must click on the link within the email message in order to complete the registration process. Attempts to log in without completing the email confirmation process will result in an error message. Select *Continue* to return to the MyParamount homepage.



Welcome. [Login](#) or [Register](#)

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## Provider Registration

### Step 5 of 5 - Confirmation

#### Thank You!

Thank you for creating your online account with MyParamount. All email has been sent to the email address associated with your registration.

Once you receive the email, click the link contained within it to sign in using the credentials you just created.

In the event you do not receive the confirmation email, you should check the junk mail folder of your account as automated messages can be deflected to the wrong folder in your email.

