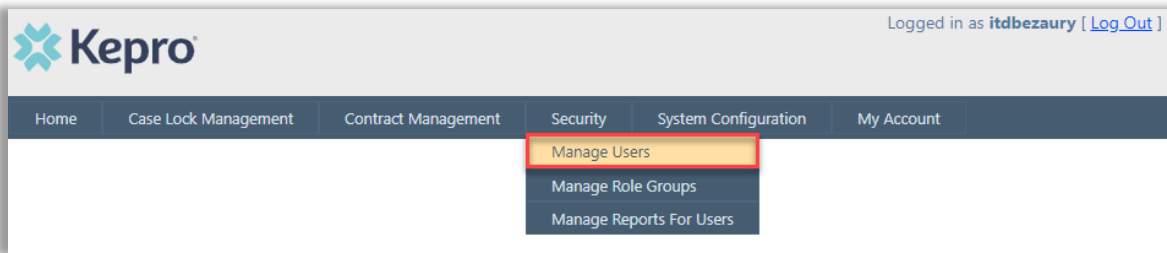
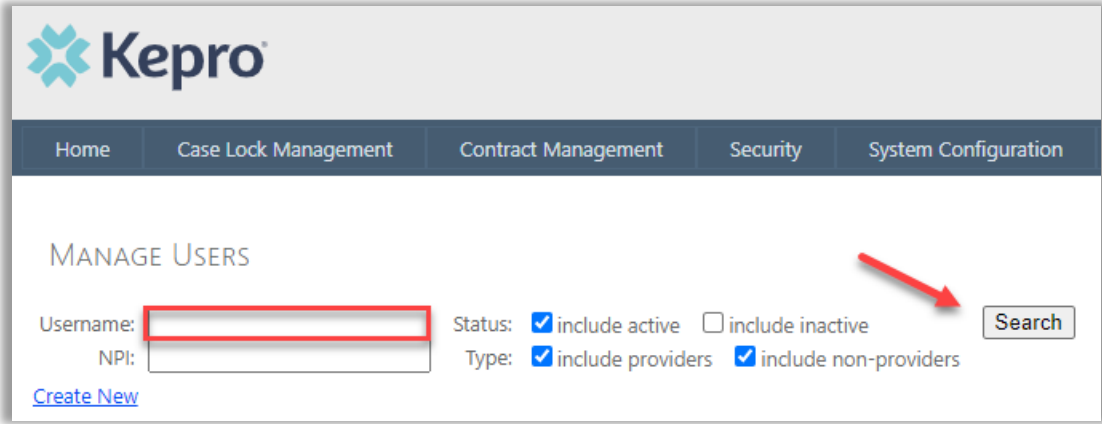


Job Aid Title: Management Portal: Adding NPI to an Existing Account	Job Aid Number: ANGJA.018
Date Published: 04/20/2022	Approved by: Daniyel Bezaury
References: Atrezzo Next Generation (ANG) User Manual	
Purpose: This purpose of this guide is to provide step-by-step instructions on how to add an NPI to an existing user account in ANG.	

Procedure:

This process will be completed within the **Management Portal** for system admin users.

<p>From the Home screen of the management portal, click Security, then click Manage Users</p>	
<p>Enter Username, then click Search</p> <p>NOTE: make sure include providers is checked</p>	

Results will display, click **Edit**

Kepro

Home Case Lock Management Contract Management Security System Configuration

MANAGE USERS

Username: Status: include active include inactive
NPI: Type: include providers include non-providers

[Create New](#)

	Username ▲	Last Name	First Name	Display Title	Type	Active
Edit	mpolo	Polo	Marco	x	Provider	<input checked="" type="checkbox"/>

The user profile will display. Scroll to the bottom of the page to see associated provider accounts.

To add a new provider NPI, enter the **Provider NPI** select **Contract** from dropdown options, click **Search**

EDIT PROVIDER USERS

Other Providers In My Group:

Search Providers:
Provider NPI:
Provider Name:
Contract:

Providers Currently Associated With:

Name	NPI	Source Provider ID	Provider Type	Contracts	Action
Morgantown Provider	9999999987	9999999	None Listed	West Virginia	Remove
Huntington Provider	9999999988	9999999	None Listed	West Virginia	Remove
Charleston Provider	9999999989	9999999	None Listed	West Virginia	Remove

Results will display. Click **Select** to add provider to user's account.

EDIT PROVIDER USERS

Other Providers In My Group:

Search Providers:
 Provider NPI:
 Provider Name:
 Contract:

[Click to show 'Providers Currently Associated With'](#)

Search Results:

Name	NPI	Source Provider ID	Contracts	Provider Type	Registered	Action
Parkersburg Provider	9999999986	9999999	West Virginia	None Listed	Yes	Select

The provider group will be added. To confirm all groups associated to user, click **“to show Providers Currently Associated With:”**

EDIT PROVIDER USERS

Other Providers In My Group:

Search Providers:
 Provider NPI:
 Provider Name:
 Contract:

[Click to show 'Providers Currently Associated With'](#)

Search Results:

Name	NPI	Source Provider ID	Contracts	Provider Type	Registered	Action
Parkersburg Provider	9999999986	9999999	West Virginia	None Listed	Yes	Select

The full provider list will display.

EDIT PROVIDER USERS

Other Providers In My Group:

Search Providers:
 Provider NPI:
 Provider Name:
 Contract:

Providers Currently Associated With:

Name	NPI	Source Provider ID	Provider Type	Contracts	Action
Morgantown Provider	9999999987	9999999	None Listed	West Virginia	Remove
Huntington Provider	9999999988	9999999	None Listed	West Virginia	Remove
Charleston Provider	9999999989	9999999	None Listed	West Virginia	Remove
Parkersburg Provider	9999999986	9999999	None Listed	West Virginia	Remove

To remove a provider from the associated list, click **Remove**

EDIT PROVIDER USERS

Other Providers In My Group:

No providers available from your group

Search Providers:

Provider NPI:

Provider Name:

Contract:

Providers Currently Associated With:

Name	NPI	Source Provider ID	Provider Type	Contracts	Action
Morgantown Provider	9999999987	9999999	None Listed	West Virginia	Remove
Huntington Provider	9999999988	9999999	None Listed	West Virginia	Remove
Charleston Provider	9999999989	9999999	None Listed	West Virginia	Remove
Parkersburg Provider	9999999986	9999999	None Listed	West Virginia	Remove