

# Secure Provider Portal Registration Form

## - Large Groups & IPAs -

This registration form is for IPAs and large groups with five or more providers. Please complete the form entirely and email to [WebSupport@wellcare.com](mailto:WebSupport@wellcare.com), and see important information regarding account setup on the next page. \*This email address is for new form submissions; please do not email questions or requests for status updates as they will not be reviewed.



If you have fewer than five providers, please follow the three steps listed below to register and add additional providers to your account:

1. Register at [www.wellcare.com](http://www.wellcare.com) or the appropriate state website (see next page)
2. Log in with your username & password
3. Under the Administration tab, select "Add a Provider"

Please select the type of large group account requested based on the entity shared in common (choose one):

Group/TaxID

Group/IPA ID

Group/Vendor ID

Group Name: \_\_\_\_\_ Tax ID (TIN): \_\_\_\_\_  
Do not fill in if you choose IPA ID or Vendor ID

IPA ID: \_\_\_\_\_ Vendor ID: \_\_\_\_\_  
Do not fill in if you choose TaxID or Vendor ID Do not fill in if you choose IPA ID or Tax ID

Primary Contact's Name: \_\_\_\_\_ Primary Contact's Title: \_\_\_\_\_

Primary Contact's  
Email Address: \_\_\_\_\_ Primary Contact's Phone Number: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Signature of Primary Contact: \_\_\_\_\_

(IPAs Only) Provider Relations Rep Name: \_\_\_\_\_

Group Administrator's Name: \_\_\_\_\_

Group Administrator's Email Address: \_\_\_\_\_ Group Administrator's Title: \_\_\_\_\_

Type of Group: (Radiology, Lab, Admissions, etc.): \_\_\_\_\_ Group Administrator's Phone Number: \_\_\_\_\_

Group Administrator's Physical Address: \_\_\_\_\_

Number of Providers Under the Large Group Login: \_\_\_\_\_

If you have questions regarding this form, please call the Customer Service Web Support team at your toll-free Customer Service number and follow the prompts to Web Support (4 + 4), Monday–Friday 8 a.m. to 6 p.m. Eastern.

## Important Notes

Questions about setting up your account? The information below can help.

- A Large Group Administrator can only have one large group login.
- Provider groups of 20 or fewer providers can have only one Large Group Administrator.
- Once a Group Administrator completes the account setup process, he or she will be responsible for creating users and managing access for others in the group.
- The primary contact person for the provider takes full responsibility for the Privacy and Security requirements related to generating Large Group Administrator access for the person(s) listed on this form.
- The WellCare Web Administrator will verify that the listed providers are under the TIN and vendor profile of the Large Group Administrator and activate only Provider IDs that meet the criteria. The Large Group Administrator will get an email notification when this process is completed. Please allow up to three business days for processing.
- The WellCare Web Administrator will verify that the listed providers are under the IPA ID profile of the IPA Administrator and activate only Provider IDs that meet the criteria. The IPA Administrator will get an email notification when this process is completed. Please allow up to three business days for processing.

## WellCare Websites

State	Website
All States	<a href="http://www.wellcare.com">www.wellcare.com</a>
Arkansas	<a href="http://www.wellcare.com/Arkansas">www.wellcare.com/Arkansas</a>
Connecticut	<a href="http://www.wellcare.com/Connecticut">www.wellcare.com/Connecticut</a>
Florida	<a href="http://www.wellcare.com/Florida">www.wellcare.com/Florida</a>
Georgia	<a href="http://www.wellcare.com/Georgia">www.wellcare.com/Georgia</a>
Hawaii	<a href="http://www.wellcare.com/Hawaii">www.wellcare.com/Hawaii</a>
Illinois	<a href="http://www.wellcare.com/Illinois">www.wellcare.com/Illinois</a>
Kentucky	<a href="http://www.wellcare.com/Kentucky">www.wellcare.com/Kentucky</a>
Louisiana	<a href="http://www.wellcare.com/Louisiana">www.wellcare.com/Louisiana</a>
Mississippi	<a href="http://www.wellcare.com/Mississippi">www.wellcare.com/Mississippi</a>
Missouri	<a href="http://www.wellcare.com/Missouri">www.wellcare.com/Missouri</a>
New Jersey	<a href="http://www.wellcare.com/New-Jersey">www.wellcare.com/New-Jersey</a>
New York	<a href="http://www.wellcare.com/New-York">www.wellcare.com/New-York</a>
South Carolina	<a href="http://www.wellcare.com/South-Carolina">www.wellcare.com/South-Carolina</a>
Tennessee	<a href="http://www.wellcare.com/Tennessee">www.wellcare.com/Tennessee</a>
Texas	<a href="http://www.wellcare.com/Texas">www.wellcare.com/Texas</a>

