September 2024

MMIS Provider Portal Account Setup

**Use the PIN letter to set up your account
Give others access to your account**

Account Setup
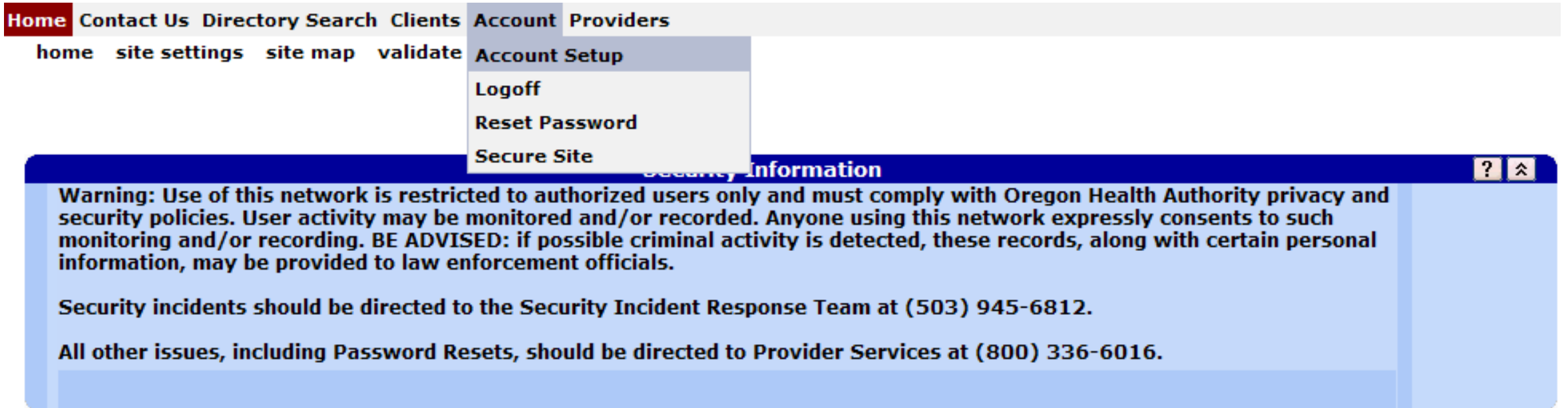
Go to https://www.or-medicaid.gov

- Click **Account > Account Setup**

Account Setup: Login

- Enter these items from your PIN letter, then click **setup account.**
    1. Login ID: This is your 6- or 9-digit Oregon Medicaid provider ID.
    2. Personal Identification Number: This number is case-sensitive.

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Account Setup ? ⌃

Login ID* 506675928

Personal Identification Number* BHgck78j8

Please note Login ID and Personal Identification Number are case senstive.

setup account

Account Setup: Main screen

- Complete all fields.
- Secret question answers are case-sensitive.
- Check the **I Agree** box.
- Click **submit**.

Clerk Setup

Log into https://www.or-medicaid.gov

- After login, go to **Account > Clerk Maintenance**

To add a new user as a clerk:

1. Click **add clerk**
2. Enter clerk information
3. Use arrows to assign roles from the Available Roles Section
4. Click **submit**

To add an existing user as a clerk:

1. Click **add clerk**
2. Click Search hyperlink
3. Enter search criteria
4. Click **search**
5. Click on the appropriate row in the Search Results

To add an existing user as a clerk (continued):

At the resulting screen:

1. Assign roles from the Available Roles section
2. Click **submit**

Need help?

Contact OHP Provider Services

800-336-6016

team.provider-access@oha.oregon.gov

Thank you

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact OHP Provider Services at dmap.providerservices@oha.oregon.gov or 800-336-6016 (voice). We accept all relay calls.

Oregon Health Plan

Provider Services

500 Summer St NE, E44

Salem, OR 97301

800-336-6016

OHP.Oregon.gov/Providers

OREGON **HEALTH** AUTHORITY