

# Instructions to Providers for access and use of website.

## CLAIMS STATUS

### ELIGIBILITY

1. On Internet, type in web address: [www.tribalhealthpartners.net](http://www.tribalhealthpartners.net)
2. On Main page, enter in through “Login Portals”
3. LOGIN page: Providers: CLICK HERE to request a new account for this site.
4. Add New Account: Prior to creating a login, please verify your identity by entering the following:  
Enrollee Last Name: (patient/subscriber last name – all capital letters)  
Enrollee SSN: (patient/subscriber ssn)  
Provider Tax ID: (provider TIN)

5. Add New Account:  
Add user

Account Information:

Login ID: (no more than 9 alpha characters-all lower case)  
Password: (no more than 9 alpha/numeric characters-all lower case)  
Confirm Password: (exactly how entered)  
Email address: (mandatory field)  
Sender ID: (Provider Tax ID#)

6. Add New Account:  
Add user

Personal Information:

First Name: (full first name)  
Last Name: (full last name)  
Address: (Provider’s office)  
  
City: (Provider’s office)  
State: (Provider’s office)  
Zip Code: (Provider’s office)  
Country: (Provider’s office)  
Phone number: (Provider’s office)

Congratulations! You have been successfully added as a new user. Please return to the login page to enter the site.

Note: If we have not received a claim from the provider tax ID number entered with the enrollee last name and enrollee ssn, you will not be able to activate a new user account.

Also: Please verify that your claim was submitted to P.O. Box 71490, Phoenix, AZ 85050, unless directed specifically to submit to the EPO/PPO networks. This information is located on the back of the subscriber’s current ID card.

Thank you.