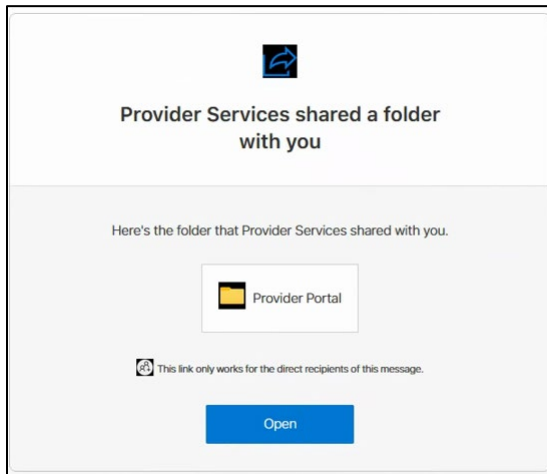
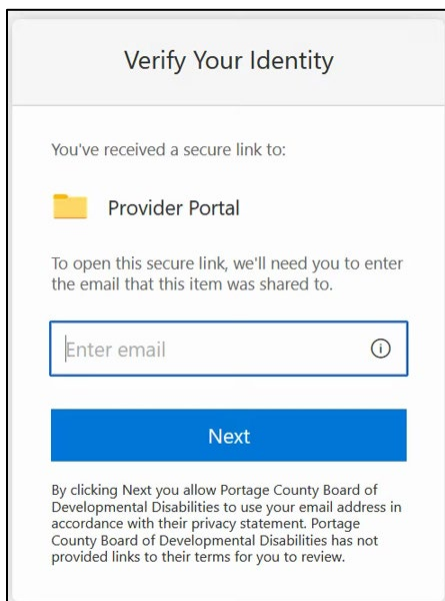


## How to Access Portage DD's Provider Portal

1. Request access by emailing [providerservices@portagedd.org](mailto:providerservices@portagedd.org).
2. Complete One Call Now Form sent through SignNow (emailed).
3. Portage DD staff will then add you.
  - a. Note: The Provider Portal is hosted in Microsoft SharePoint.
4. You will receive an email from **Provider Services**.

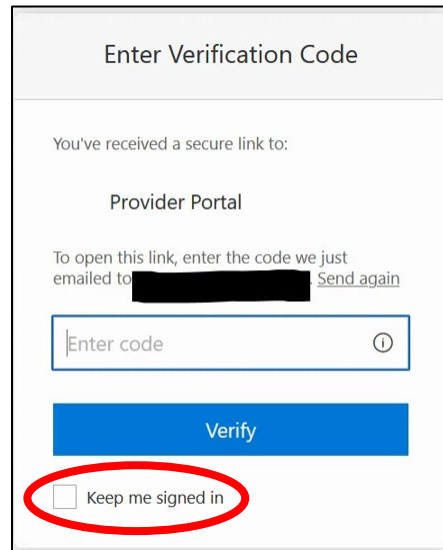


5. Save or flag this email. If you lose access, this email can be reused.
6. Click the **Open** button in the email.
  - a. If you do not see email in your **Inbox**, check the **Junk** folder.
7. A web browser will open to Microsoft.

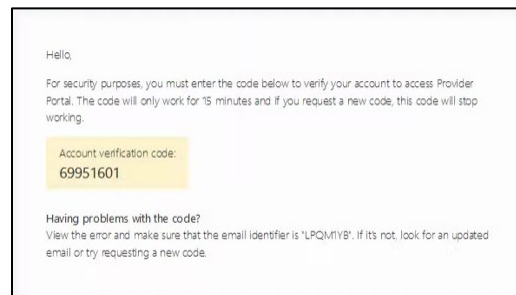


8. Enter your email address, click **Next**.

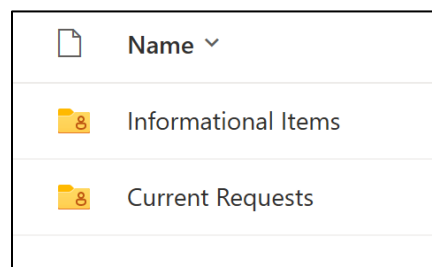
9. You are then asked to verify your account by providing a code.



10. Navigate back to your email, but **DO NOT CLOSE** the web browser.
11. **SharePoint Online** will send you an Account Verification Code (check **Junk**).



12. Navigate back to the web browser and enter the verification code.
13. Click the checkbox **Keep me signed in**.
14. Click the **Verify** button.
15. Bookmark the website and/or add it to your phone's home screen.



16. Contact [michelled@portagedd.org](mailto:michelled@portagedd.org) with questions, comments, or concerns.