

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

Provid	er Services shared a folder with you
Here's the fe	older that Provider Services shared with you.
	Provider Portal
🕅 This li	ink only works for the direct recipients of this message.
	Open

- Save or flag this email. If you lose access, this email can be reused.
- 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.

Verity You	r Identity
You've received a secure	link to:
Provider Porta	I
To open this secure link, with the email that this item w	we'll need you to enter vas shared to.
Enter email	0
Ne	xt
By clicking Next you allow Po	ortage County Board of o use your email address in

8. Enter your email address, click Next.

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

	Coue
You've received a secure link to:	
Provider Portal	
To open this link, enter the code v emailed to	ve just . <u>Send again</u>
Enter code	(i)
Verify	
Keep me signed in	

- 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**).

Hello,	
For security purposes, you mus	t enter the code below to verify your account to access Provider
Portal. The code will only work working.	for 15 minutes and if you request a new code, this code will stop
Account verification code:	
69951601	
Having problems with the co	de?
View the error and make sure	hat the email identifier is "LPQM1YB". If it's not, look for an updated
email or try requesting a new r	nde

- 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 <u>michelled@portagedd.org</u> with questions, comments, or concerns.