**The Registration process can be completed in three steps.**

**All forms are completed online.**

**Step 1:**

**Your organization will need to designate a(n):**

**Provider Executive**

* The Provider Executive is the duly authorized representative permitted to bind your organization, who agrees to the terms and conditions of the Provider Portal Agreement. **The Provider Executive** designates one or more **(No more than 3)** **Authorized Officials** for your organization. These individuals will manage provider accounts within your organization.

**Authorized Official(s)**

* The Authorized Official(s**) (No more than 3)** complete the Authorized Official Agreement and Registration Form.
* They also create and manage provider accounts within your organization.
* Once the Authorized Official is logged in to the system, they can set up accounts for other individuals in the organization to access and use the portal.

**Step 2:**

**Using DocuSign, the documents are routed via email to the appropriate parties for signature.**

* Once everyone has signed, both the Provider Executive and the Authorized Official receive a fully executed agreement for their records.

**Step 3:**

**The Telligen Qualitrac Registration team will then complete the registration process and provide instructions to the Authorized Official.**

**Two emails will be sent to the Authorized Official once the registration packet is processed.**

* One from QTRegistration@telligen.com with username and link to portal.
* One from the Qualitrac system with a link to activate their account and create their password.

**Important:**

**Emails will not be sent until the week of January 9, 2024.**

**The portal will not be accessible until January 16, 2024. The activation link and password is only good for 7 days.**