Accessing Select Health Online Tools

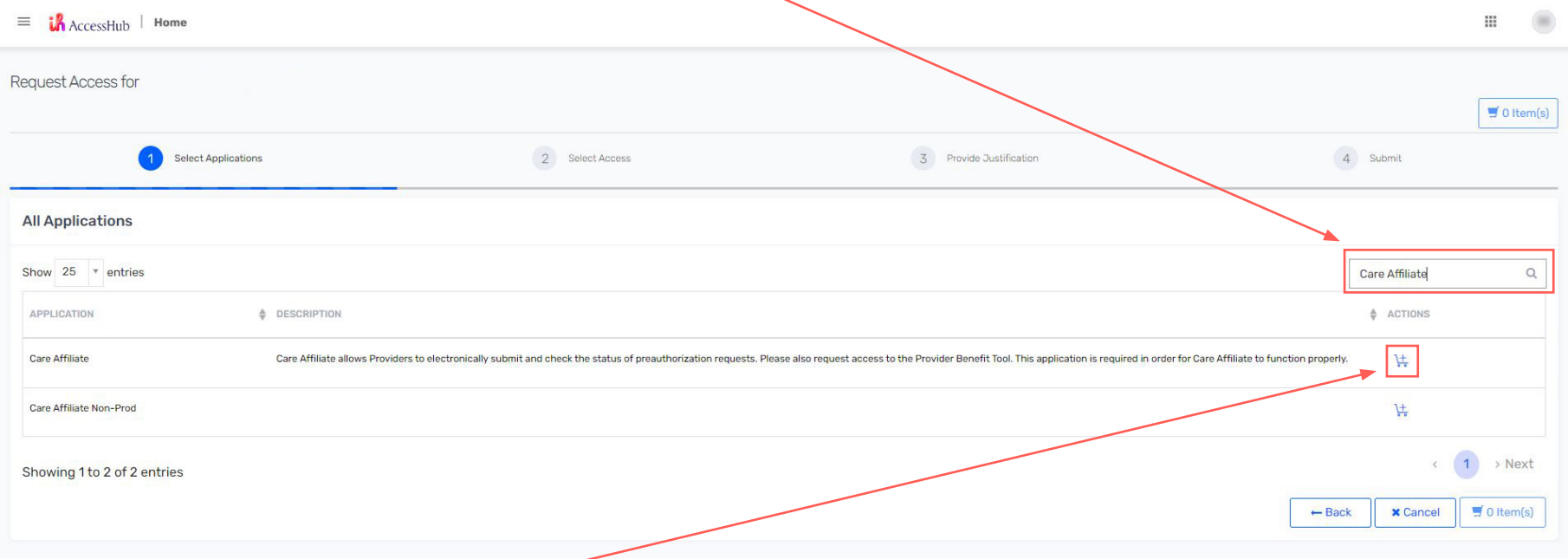
Intermountain Caregiver Instructions

INSTRUCTIONS FOR REQUESTING ACCESS

1. Go to **Access HUB**. Log in using your master user ID and password.
2. Select the appropriate "request access" option:
   - **If you are a manager requesting access for an employee,** click on **Request Access for Others**.
   - **If you are requesting access for yourself,** click on **Request Access for Self**.
3. Be sure to request access to BOTH CareAffiliate and the Provider Benefit Tool (required for CareAffiliate to work properly). In the search box on the Applications page, type in **Care Affiliate**.

Tips:

- **Purple Type** indicates a clickable hyperlink to the referenced information.
- **Red Type** indicates something you click on or enter in referenced fields.



4. Once found in the list, click the **Add to Cart Icon** in the "Actions" column.

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Intermountain Caregiver Instructions, Continued

Follow the same step as above, but this time type **Provider Benefit Tool** in the search box. Once found in the list, click the in the "Actions" column.

NOTE:

- If you see the pop-up window at right, you will need to add **Active Directory CO Domain Account** by typing it in the search box and clicking the in the "Actions" column.
- After adding this, you should be able to add the **Provider Benefit Tool**.

5. Click **Checkout** once both tools have been added to the cart.
6. You will then be guided to select the type of access for each tool as follows:
   - **For the Provider Benefit Tool:**
     - Scroll down to the "Available Providers" section and type **103016885101** or **SELECTHEALTH ELIGIBILITY** in the search box. Once found, click **+** to add under the "Actions" column.
     - On the same screen, scroll down to the "Available Application Roles" section and type **PBT-Intermountain Provider Groups**. Once found, click **+** to add under the "Actions" column.
   - **For CareAffiliate:** Scroll down to the **"Available shcareaffiliaterole"** section and look for **"CAPROV,"** click **+** to add under the "Action" column.
7. In the "Comments" box, type in **Requesting Care Affiliate and Provider Benefit Tool Access**.

   NOTE: If you need access to certain providers or all Intermountain provider groups and facilities, mention this in the comment box. Include the **name and NPI#** of the provider/facility for which you need access. If there are too many to list, include one or two; access will be granted to the provider group to which they belong.
8. Click **Submit** at the lower right-hand corner of the screen.

QUESTIONS?

Send an email to **providerwebservices@selecthealth.org**

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