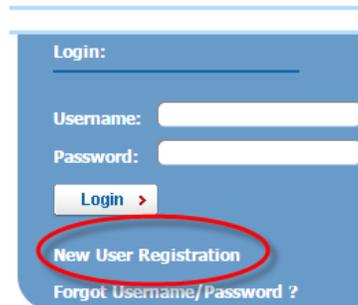# How to Register for the Humboldt IPA Provider Portal

First, please be sure to "whitelist" eznet@humboldtipa.com in your email so our emails don't go to your junk mail.

From the Home page, click "New User Registration."

On the New User Registration page, enter:

- Your Email Address
    - Make sure it's an email you have access to
- The User Name you would like to use
    - *It will default to the part of your email address that comes before the @ symbol, but you are free to change it. However, once you register, you will not be able to change your user name.*
- The password you would like to use.
    - It must be at least 8 characters long and must contain an upper case letter, a lower case letter, and a number. Please do not use words that can be found in the dictionary.
- Your first name
- Your last name
- Your title – *you can skip this if you'd rather*
- Your department – **Please enter the name of your practice or company**
- Your phone number
- Your fax number – *you can skip this one too*
- User Type – Please select **VENDOR** from the drop -down list

In the Company(s) section:

Select the "companies" you are requesting access to by clicking on the "company" name in the left hand panel and clicking the right facing arrow to move them over to the right side panel.
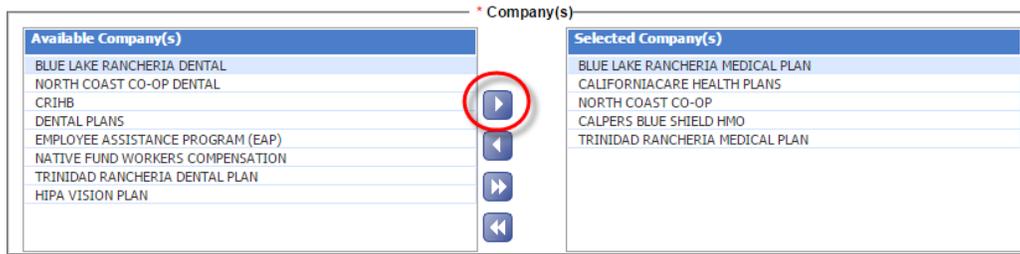
In the Vendor(s) section:

- Enter Vendor ID 1820 and click search
- When you see the left panel populate, click the double arrow button to move all of the vendors to the right panel

This makes it easier for you to register. We'll make sure you have access to the correct tax IDs when we activate your account.
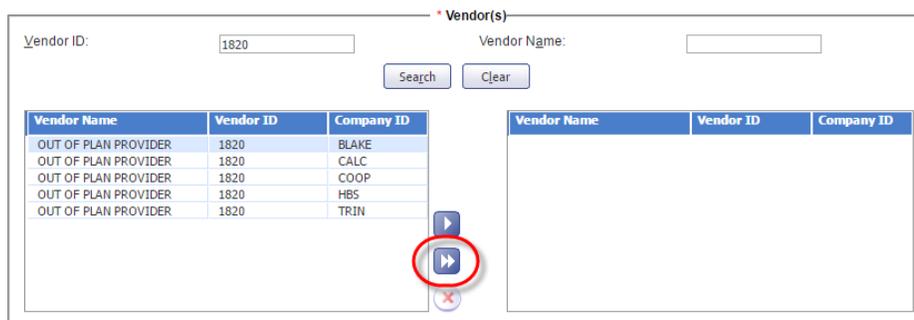
Enter the letters in the Captcha box and click submit request

You'll get an email to confirm your registration. Please click on the link to confirm your email address.

Dear Christina Jioras,

To complete the New User Registration process, please click the below link:

New User Confirm Email Address

_____

Do not Reply: This is auto generated Email.

Thanks,
EZ-NET Customer Support

It may take us up to one full business day to activate your account.

If you have any problems with registering, please call our Customer Service staff at 707.443.4563