## OPTUM WEBSITE REGISTRATION

## WELCOME TO THE NEW OPTUM SAN DIEGO WEBSITE

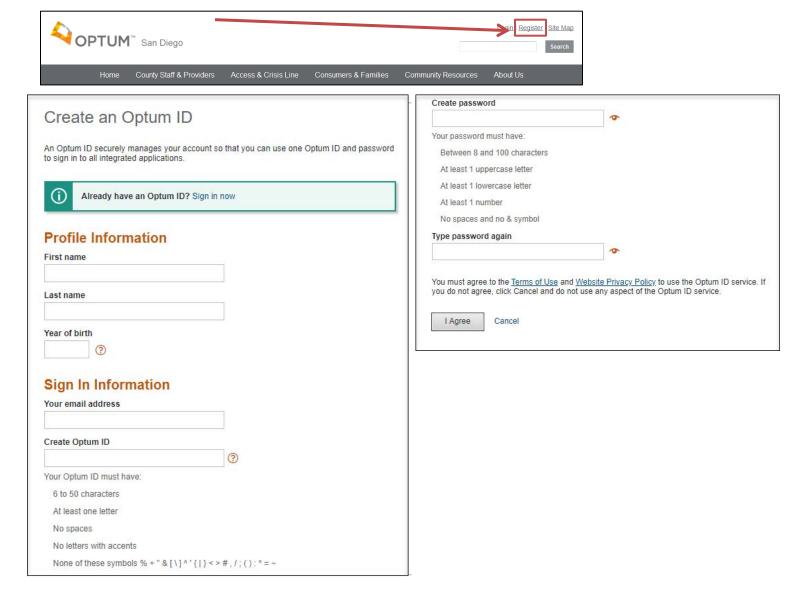
With the launch of the new site, we have integrated the Optum ID secure login system to ensure greater protection for secure files on the website. These secure files are reserved for County of San Diego's employees and Organizational Providers who have access to Cerner Community Behavioral Health (CCBH), the San Diego County's electronic health record. Optum ID also features self-service for password administration.

The registration process is a two-step process:

- 1. Optum ID registration form
- 2. Optum San Diego website registration form

## PART ONE: OPTUM ID REGISTRATION FORM

The **Register** link is located on the top right of each webpage. The link will take you to the first page of the **Optum ID registration**.

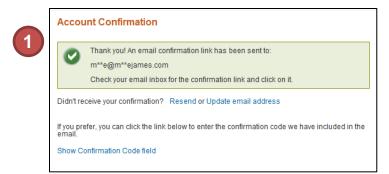


Once you submit the Registration Form, the next step is confirming your account.

- Check your email inbox for your confirmation email.
  - If you haven't received the confirmation email in your inbox, check the spam folder.
  - If you haven't received an email after a few minutes, click on **Resend** on the Account Confirmation page.
  - Still haven't received an email? Click on **Update your email address** to check your email address or to use alternate email address.
- 2. Click on the **Confirm Email Address** link located in the email. This link will take you to a webpage to verify your email.
- Once you have confirmed your account, click on Continue to forward to the Optum San Diego website Registration form.

OR

- If the email link fails, click on the Show Confirmation Code field on the Account Confirmation webpage.
- Copy the Confirmation Code from the email and paste it into the Primary Email Confirmation Code field. Click on Confirm. You will be forwarded to the Optum San Diego website registration form.



Hello John,
Your email confirmation is almost complete. Please click on the link below to verify your email address and continue.

Confirm Email Address

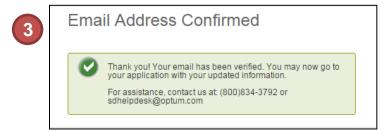
If you prefer, you can copy and enter the confirmation code in your browser:

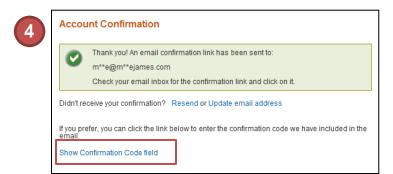
Confirmation Code: 4896862011

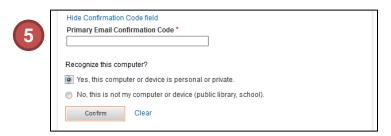
If you did not request a confirmation link or code, or if you have any questions, (800)834-3792

shelpdesk@optum.com

Thank you, Optum ID







## PART TWO: OPTUM SAN DIEGO WEBSITE REGISTRATION FORM

Registration   Optum San Diego Network Portal	
The new Optum San Diego network portal is an enhanced gateway to content and resources unique to multiple categories of Behavioral Health services. Please choose a role or roles for the network portal you wish to access. If you are unsure please consult with your supervisor or contact the Optum Support Desk at 1-800-834-3792. By registering in the Optum San Diego network portal, you attest that you are legally authorized to access this information.	
Choose User Role(s)	
✓ MH Organizational Provider User SUD Provider User FFS User	TERM Provider User Optum San Diego Admin
NPI Number	
Mental Health Organizational Providers Registration	
The password protected area of the website is reserved for County employees and County's electronic health record. Only requests from an individual who is a Count  * indicates a required field  CCBH (Staff) ID Number*  MH Org Phone Number*  Legal Entity  Program name*	
Supervisor*  Supervisor Phone*  1231231234  Program Mgr  If you are a program manager, put your name in the Program Mgr field.  Add SOC Access  MH Org Verification Code  This field is not active at this time.	You will need to complete the registration form for access to the Optum San Diego website. This Registration information is forwarded to the Optum Support Desk to confirm you are authorized to have access to the secure files.
Register	Your request will be processed within one business day. You will receive an <b>email</b> once your account has been activated.
	From: "SAN DIEGO Portal" <no-reply@optum.com> Date: Sep 9, 2015 2:52 PM Subject: Your Optum San Diego Secure Access has been Approved To: " Cc: Your Secure Access for the Optum San Diego website has been approved. Please login to (need to change on launch) <a href="http://optumsandiego.com/content/sandiego/en.html">http://optumsandiego.com/content/sandiego/en.html</a> with your OptumID.</no-reply@optum.com>
	If you require assistance or have any questions please contact us at 800-834-3792 or email us at sdhelpdesk@optum.com  Thank you, Optum San Diego Support Desk

On initial launch of the website please **Logoff** then **Login** to view Secure Documents or the SOC application.