Molina Self Enrollment Application

Molina Self Enrollment

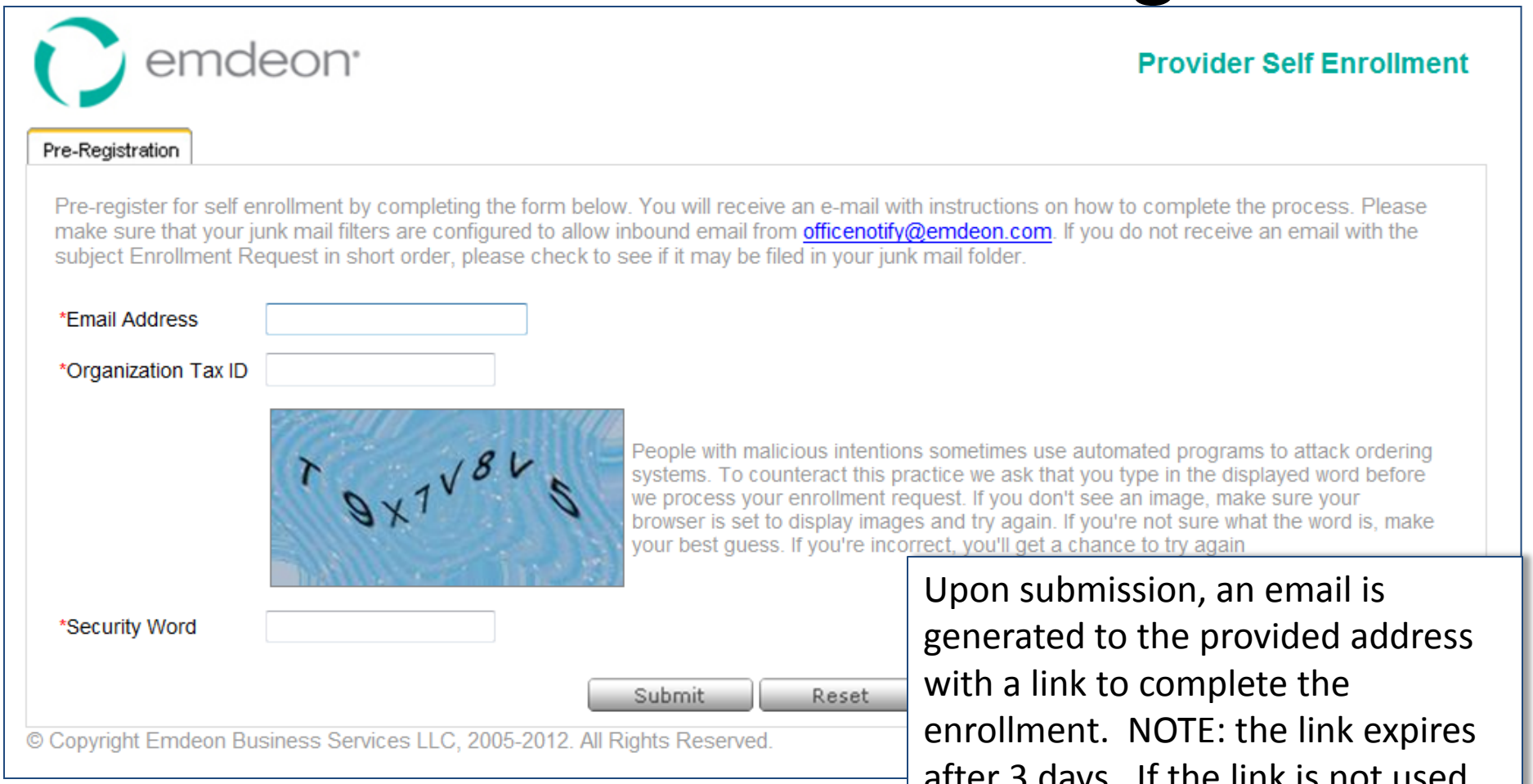
- To begin using Provider WebConnect immediately, **at no cost**, simply go to https://office.emdeon.com/vendorfiles/molina.html and select "Enroll New Customer." At the conclusion of the online setup process you will be issued user credentials that can be used to immediately begin submitting eligibility, checking claims status or creating claims online. If you opt to import claims from your practice management system, rather than creating them in WebConnect, you will be contacted within 48 hours of enrollment to complete the mapping process.

- Should you want to utilize WebConnect for additional payers, an all-payer version of the product is available for purchase. Please contact us at **866-363-3666** or e-mail **Physicianinfo@emdeon.com** if you would like any additional information.

Login page

User accesses https://office.emdeon.com/vendorfiles/molina.html and selects the "Enroll New Customer" link from the portal login page.

Molina Portal Pre-Reg.



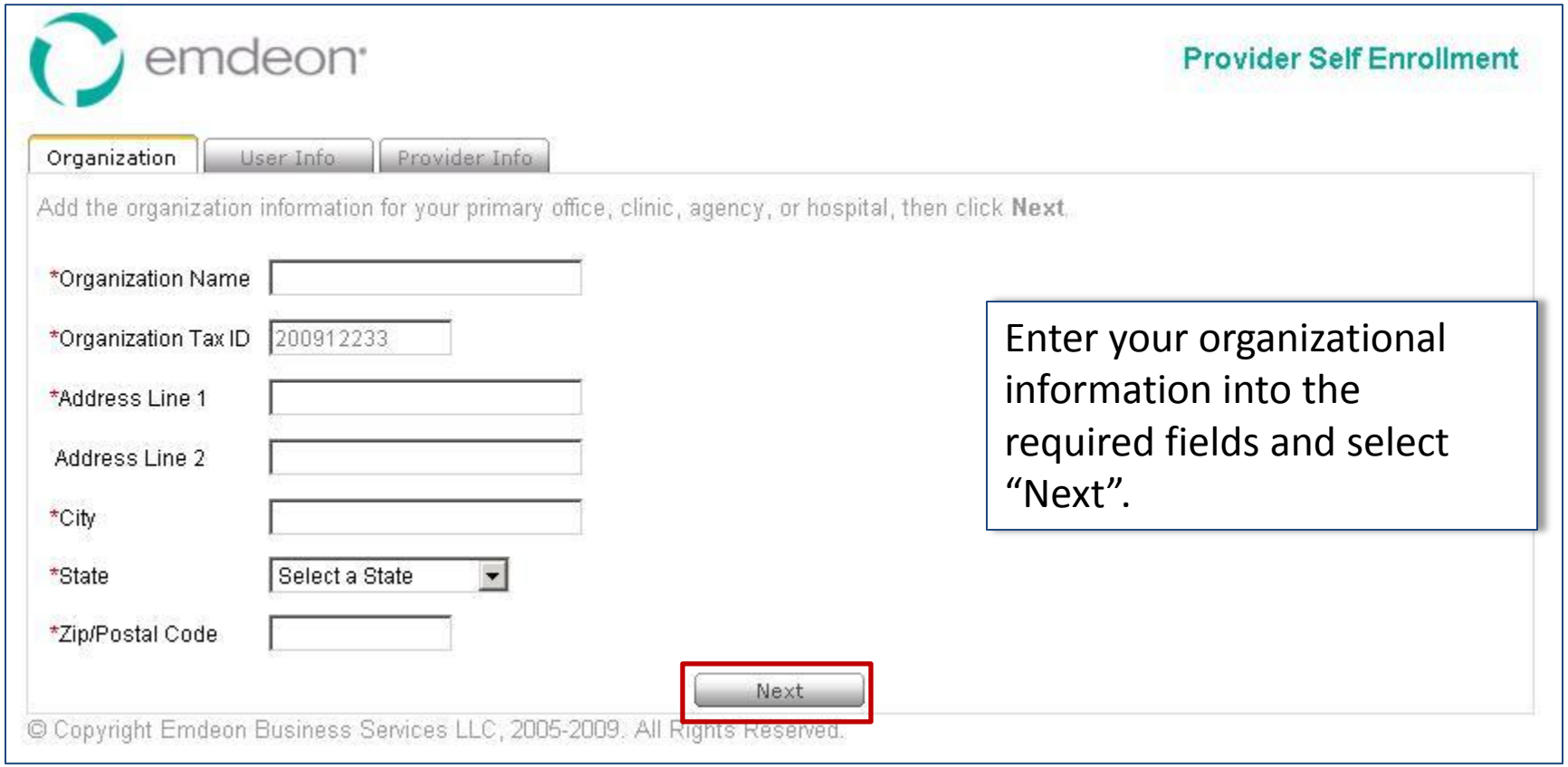
Upon submission, an email is generated to the provided address with a link to complete the enrollment. NOTE: the link expires after 3 days. If the link is not used within that time frame, the user will need to revisit the “Enroll New User” link on the portal login page.

Pre-Registration completion message:

- “An email has been sent to you. Please check your email and follow the instructions provided in the email to continue enrollment
- Click OK to complete your session and close your browser.

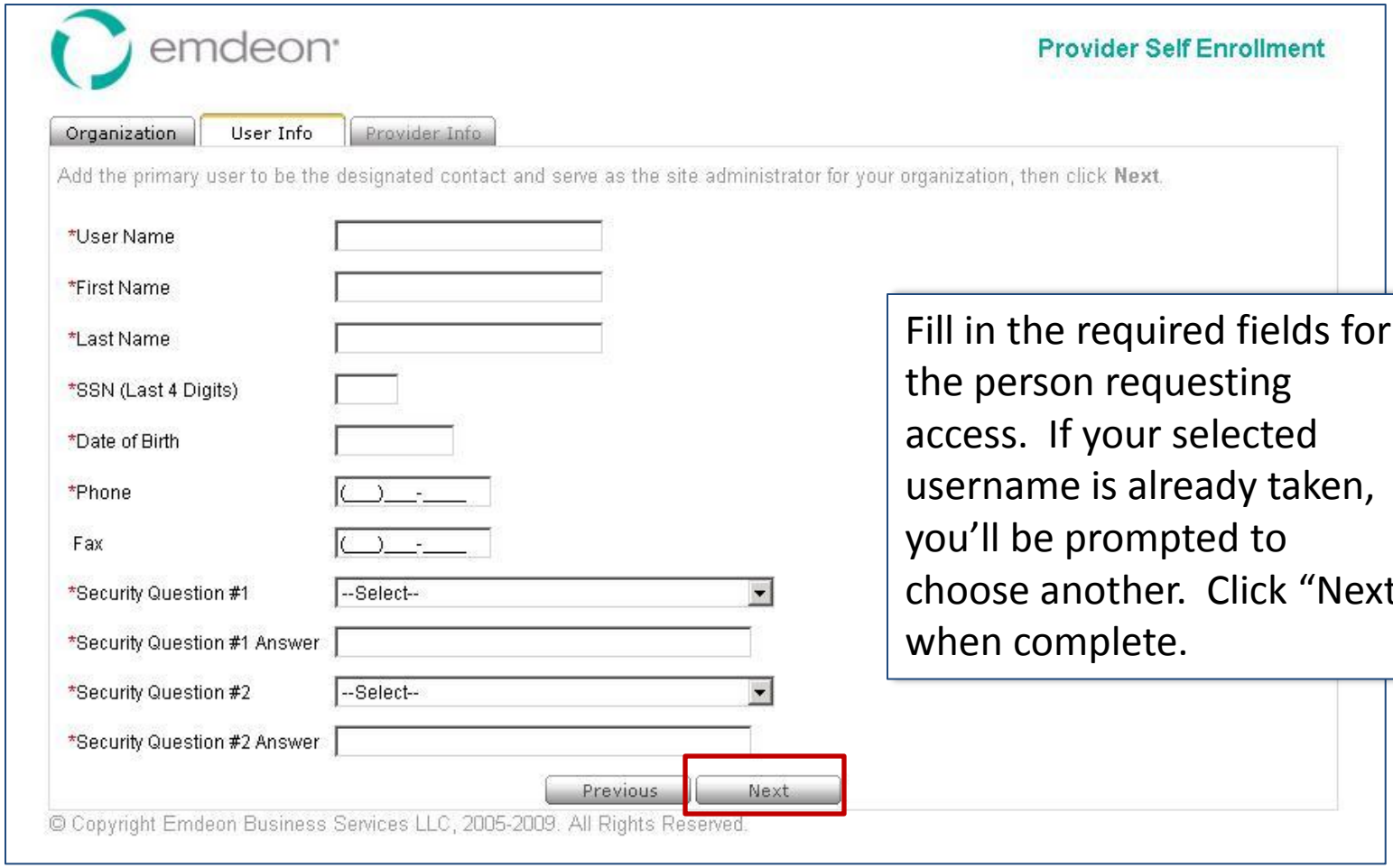
- Email message:
- Thank you for your enrollment request. Please follow the link below to complete your enrollment
- https://officemail.emdeon.com/SelfEnrollment/Enrollment.aspx?Guid=74cf00da-fff4-4540-9cc7-bf3391ff2a1c
- If you have not resumed your enrollment within 3 days, your request will be deleted.
- You will need to start the process from the beginning if you still wish to obtain an account after your request is deleted.

Registration - Organization Info Tab



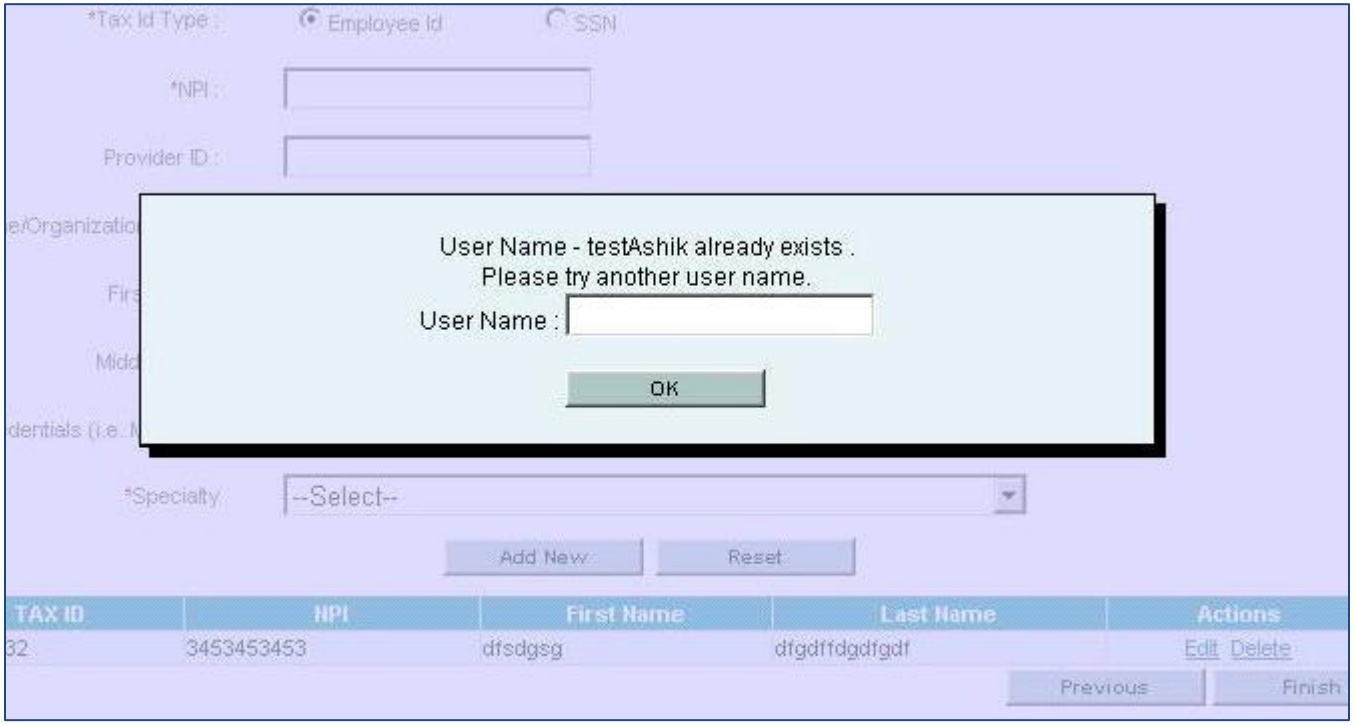
Enter your organizational information into the required fields and select “Next”.

Registration - User Info Tab

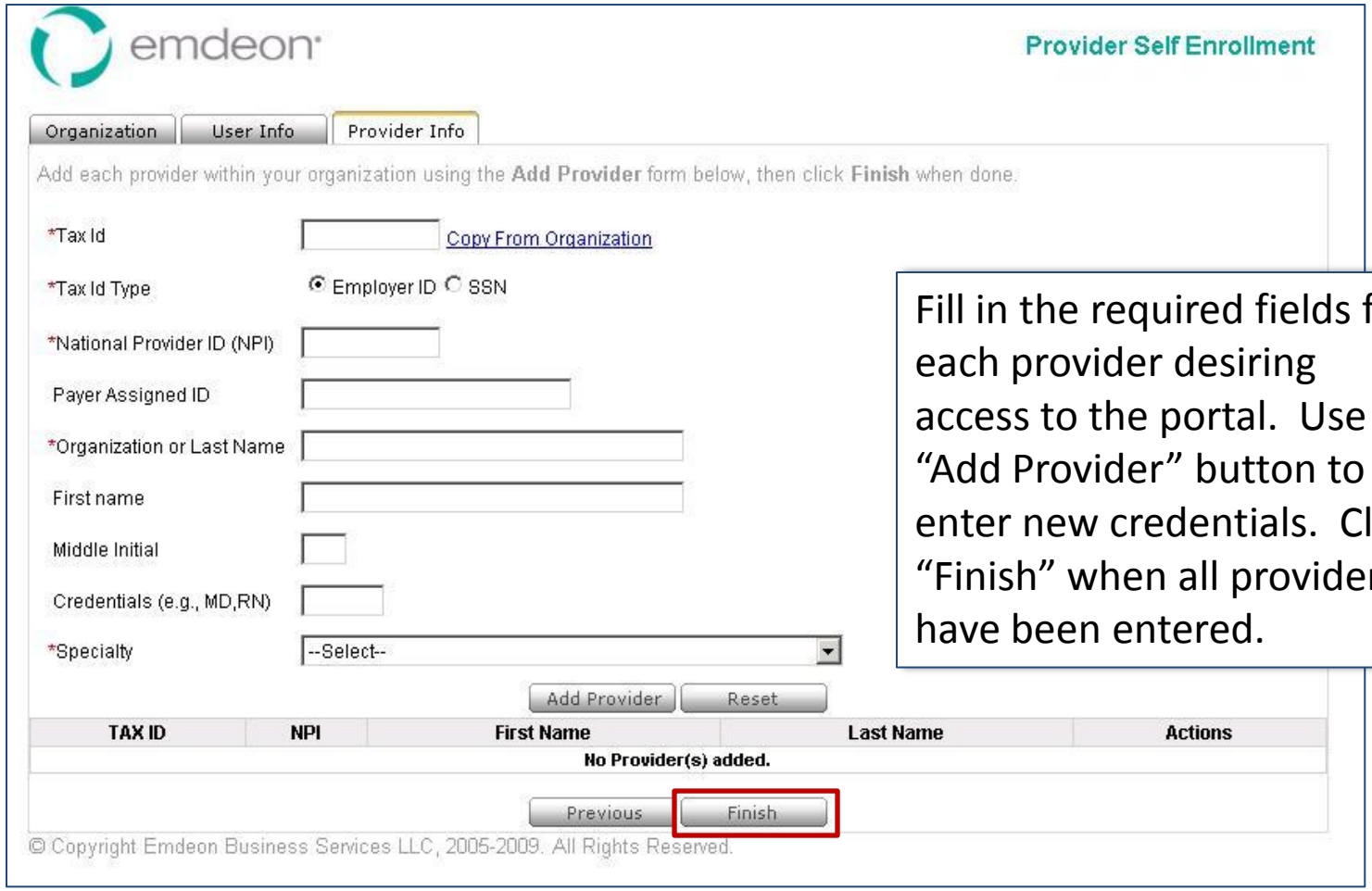


Fill in the required fields for the person requesting access. If your selected username is already taken, you'll be prompted to choose another. Click "Next" when complete.

Sample Error Message – User Name already exists

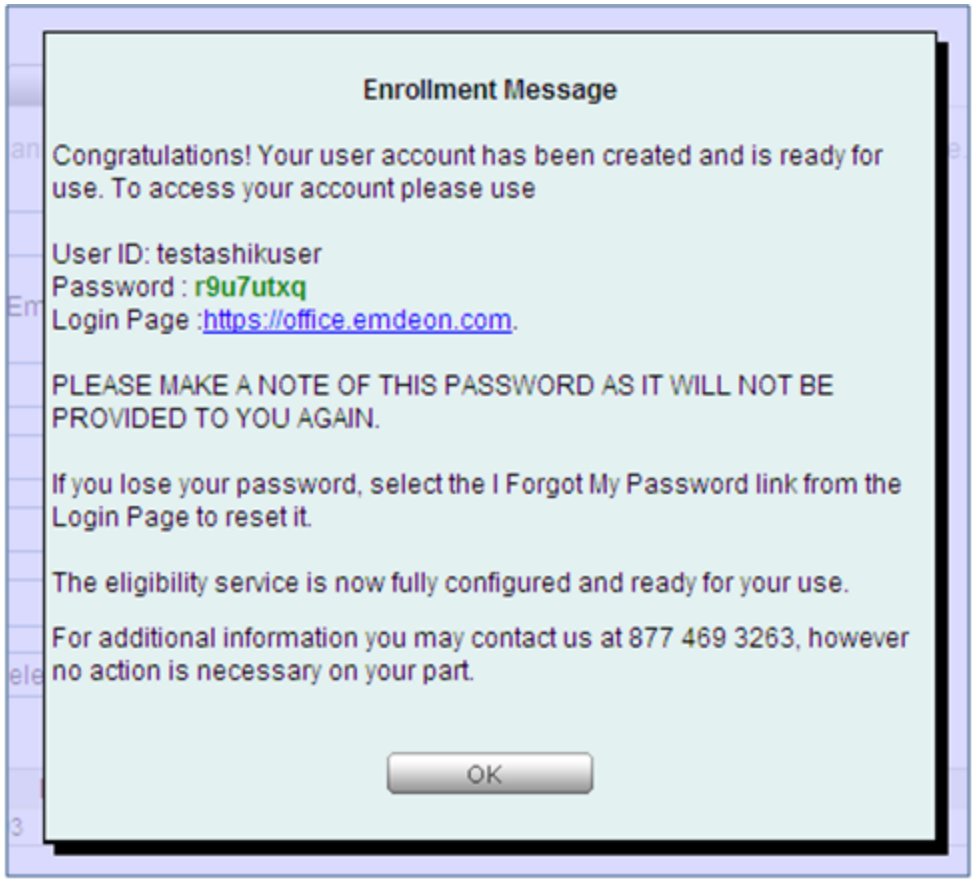


Registration - Provider Info Tab



Fill in the required fields for each provider desiring access to the portal. Use the "Add Provider" button to enter new credentials. Click "Finish" when all providers have been entered.

Successful Enrollment Message

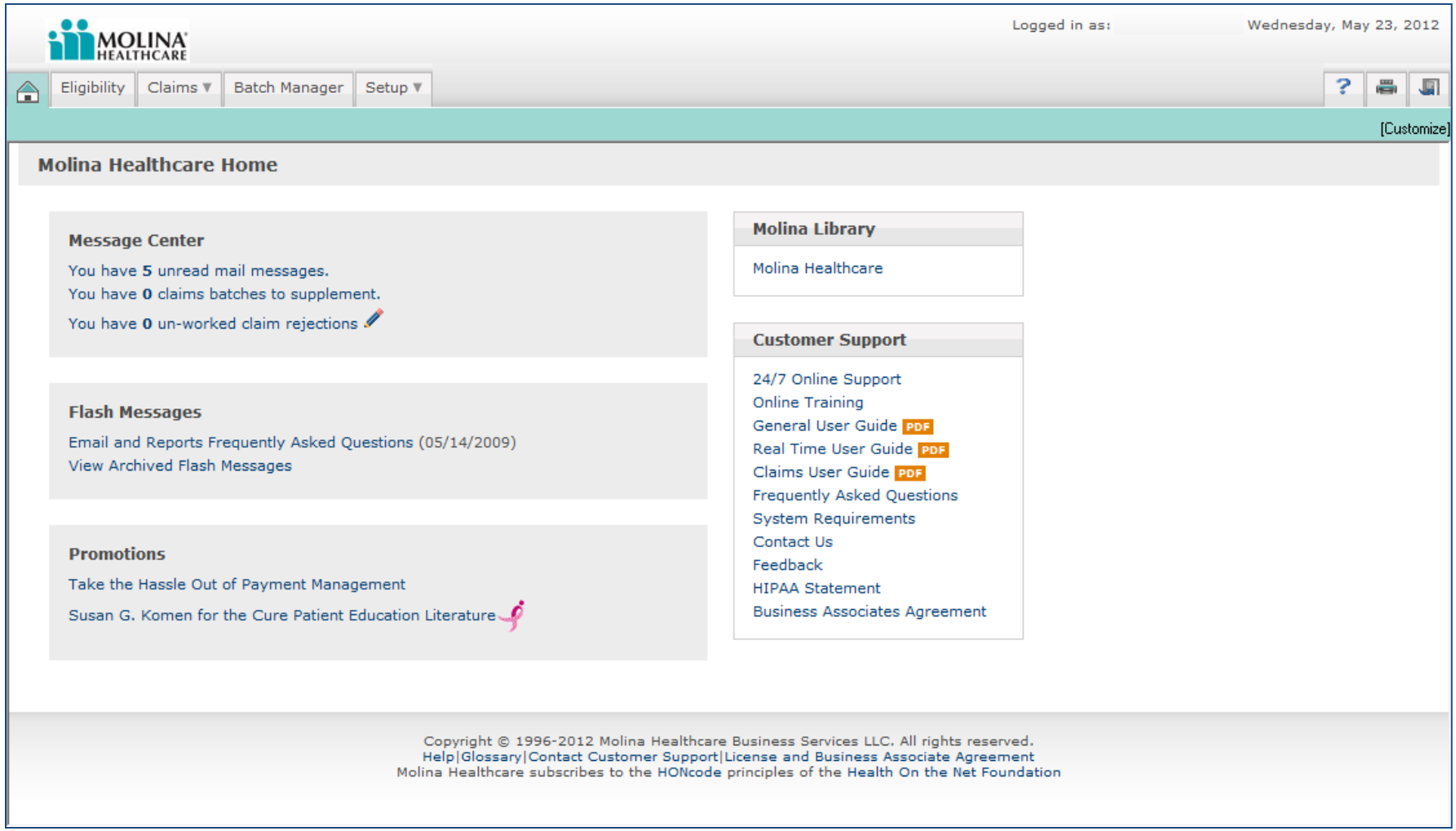


Upon completion of Self Enrollment, the completion message displays the login credentials and instructions for accessing the portal. NOTE: users will be prompted to change their password at first login.

Completion Message Email

- Your user account has been created and is ready for use. To access your account please use
- User ID : newuser123
- Login Page : https://office.emdeon.com.
- If you lose your password, select the I Forgot My Password link from the Login Page to reset it.
- For additional information you may contact us at 877 469 3263, however no action is necessary on your part.

Molina WebConnect Portal



For support needs, providers may contact Molina Customer Service at: http://www.molinahealthcare.com/Pages/index.aspx