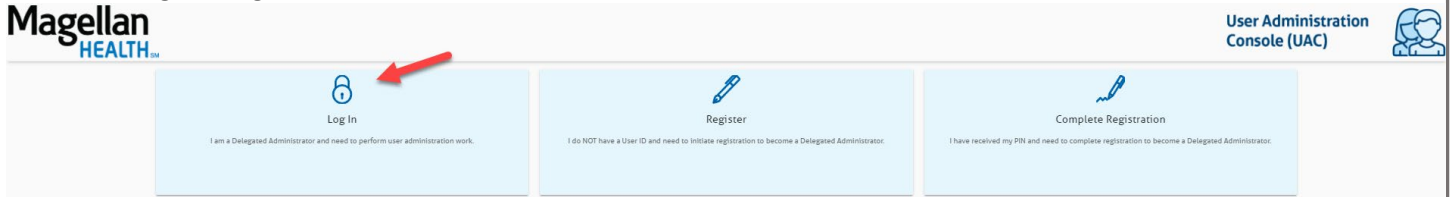


DELEGATED ADMINISTRATOR ACCOUNT SELF PROVISIONING QUICK HELP

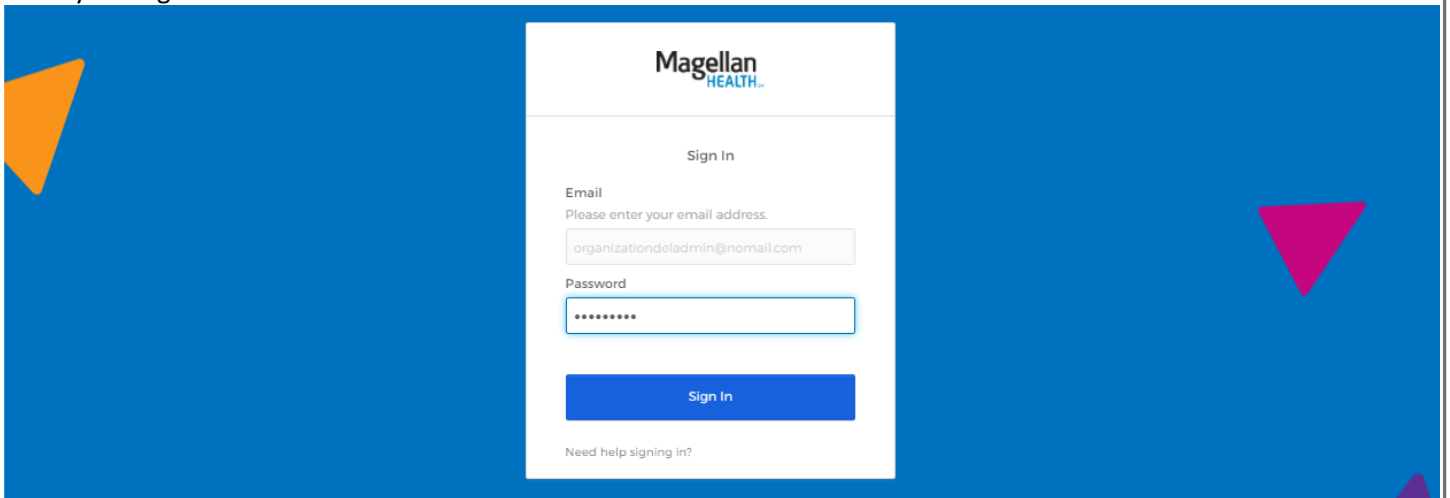
You will need to assign your own access privileges to any application(s) available. If you do not complete this step, you will not be able to access the applications with your user ID. To provision your own account follow the steps below.

1. Click the User Administration Console (UAC) hyperlink on the the Provider Portal you are accessing or go directly to the UAC site by entering <https://uac.magellanrx.com> in the address bar of your web browser. The UAC Home screen appears.

2. Select the Log In widget.



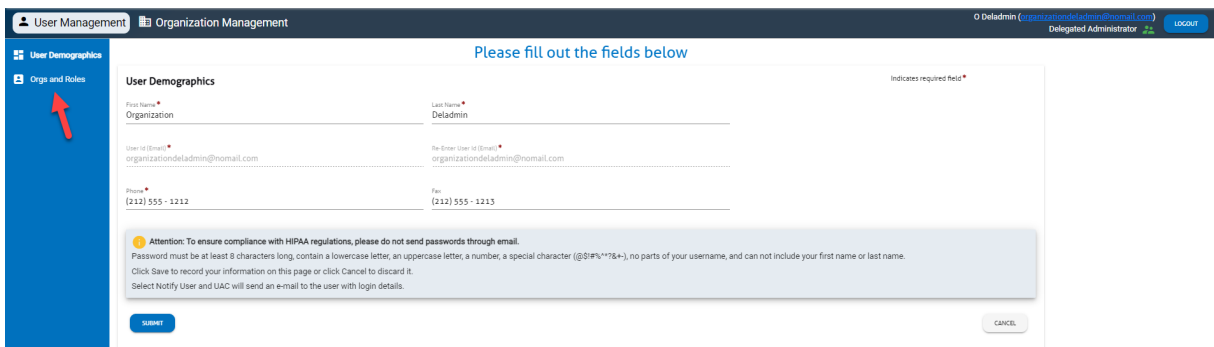
3. Enter your login credentials.



4. You will be taken to the secure UAC landing page (User Management). In the blue menu bar under the UAC logo you will see your name, login email account address (as a blue hyperlink) and your role under the Magellan Health logo. Click the blue email hyperlink to access your own account.



5. You will be taken to the User Demographics screen that will display your own account information. Select the Orgs and Roles tab on the left side menu bar.



6. On the Orgs and Roles screen, select the radio button on an OrgID/NPI/Chain Code and the blue informational box will populate. This box will show you the organization information and the currently assigned access roles for your account.

Selected User: Organization DeAdmin (organizationdeadmin@hotmail.com) Assigned Orgs: 2

Organizations

Name	Org ID/NPI	Owner ID	Type	Assigned	State	Contact(s)	Remove
<input checked="" type="radio"/> Test Pharmacy 14	NPI: 888888814	88888881401	Provider	Yes	Medi-Cal	California Pharmacy Content	
<input type="radio"/> Test Pharmacy 15	NPI: 888888815	88888881501	Provider	Yes	Medi-Cal	California Pharmacy Content	

Rows per page: 5 1-2 of 2

Role Assignments

Applications: [Financial Portal]

Select to see roles:

Role (User Group ID)	Description
No data available	

Rows per page: 5 1-2 of 2

SAVE CANCEL

Selected Organization:
ID: 888888814
Type: NPI
Name: Test Pharmacy 14
User Roles Currently Assigned:
Saba Training
UAC Delegated Administrator
Provider Portal

7. To assign roles, select the Application name from the Applications drop down menu and check the box in front of the desired option and click the SAVE button.

Role Assignments

Applications: [Financial Portal]

Select to see roles:

Role (User Group ID)	Description
<input type="checkbox"/> 835 File Access	Able to have access to download 835 file.
<input checked="" type="checkbox"/> Finance Portal Full Access	Able to have full access to financial information and medical insurance payment explanation.

Rows per page: 5 1-2 of 2

SAVE CANCEL

Selected Organization:
ID: 888888814
Type: NPI
Name: Test Pharmacy 14
User Roles Currently Assigned:
Saba Training
UAC Delegated Administrator
Provider Portal

EXAMPLE: If you wish to have access to the web claim application, select the Web Claim Submission application from the Applications drop down menu and check the box in front of the desired option; click SAVE when complete.

Role Assignments

Applications: [Web Claim Submission]

Select to see roles:

Role (User Group ID)	Description
<input checked="" type="checkbox"/> Web Claim Submission Access	Able to submit claims (includes reversals and resubmissions).

Rows per page: 5 1-1 of 1

SAVE CANCEL

Selected Organization:
ID: 888888814
Type: NPI
Name: Test Pharmacy 14
User Roles Currently Assigned:
Saba Training
UAC Delegated Administrator
Provider Portal

8. Repeat steps 6-7 until all orgID/NPI/Chain Code(s) you wish to assign application access and roles to for your account has been completed.

Your account should now be fully provisioned and ready to access the Magellan portals and applications selected. You will also be able to use the UAC console to create Standard Users for the OrgID/NPI/Chain Code(s) you have authority for (see the full UAC Delegated Administrator Guide Section 4 – Creating Standard User Accounts).

NOTE: You will be required to set up a multi-factor authentication method (MFA) upon your first login.