

OPTUM WEBSITE REGISTRATION

WELCOME TO THE NEW OPTUM SAN DIEGO WEBSITE

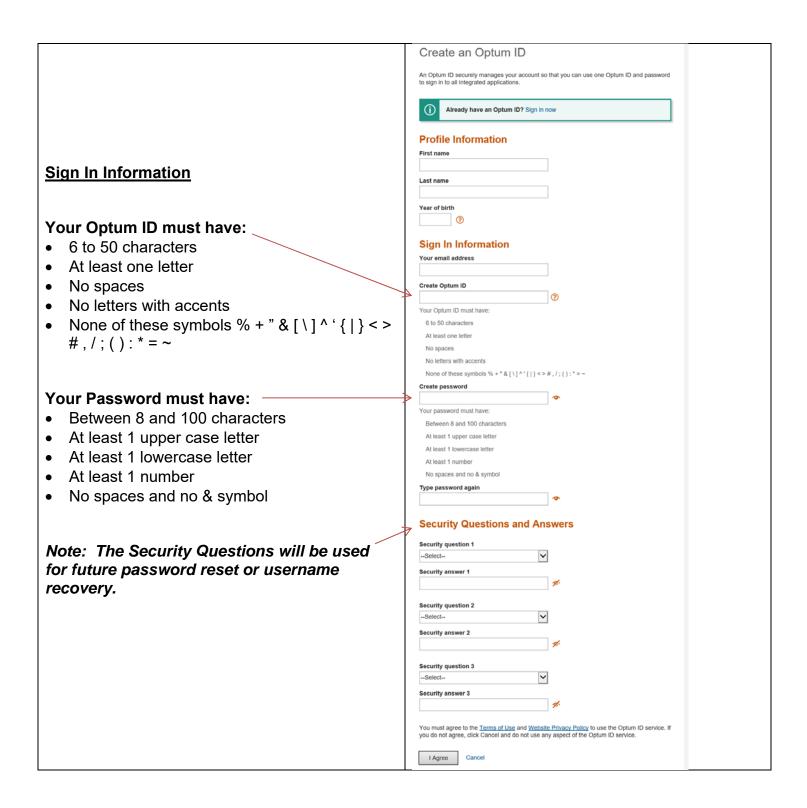
The registration is a two-step process:

- 1. Optum ID registration form
- 2. Optum San Diego website registration form
- ❖ If you are a new user to Optum ID, please complete the Optum ID Registration Form below (PART ONE).
- ❖ If you already have an Optum ID, please go to Part Two: Optum San Diego Website Registration Form (Pg. 4)
- ❖ If you already completed steps above (PART ONE and PART TWO) and would like further assistance with the registration process, please contact the Optum San Diego Support Desk at 800-834-3792 or sdhelpdesk@optum.com

PART ONE: OPTUM ID REGISTRATION FORM

Go to <u>www.optumsandiego.com</u> and select the "**Register**" link which is located on the top right of each webpage. The link will take you to the first page of the **Optum ID registration**.



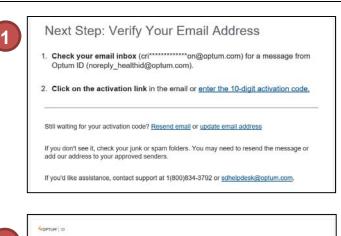


Once you submit the Registration Form, the next step is verifying your email address.

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

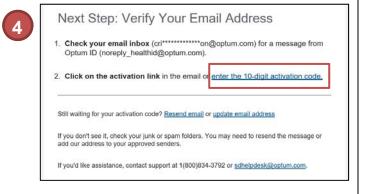
OR

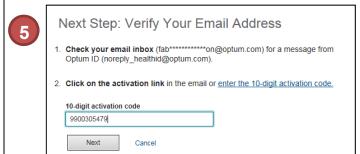
- If the email link fails, click on the enter the 10-digit activation code field on the Email Verification webpage.
- Copy the Activation Code from the email and paste it into the 10-Digit Activation Code field. Click on Next. You will be forwarded to the Optum San Diego website registration form.





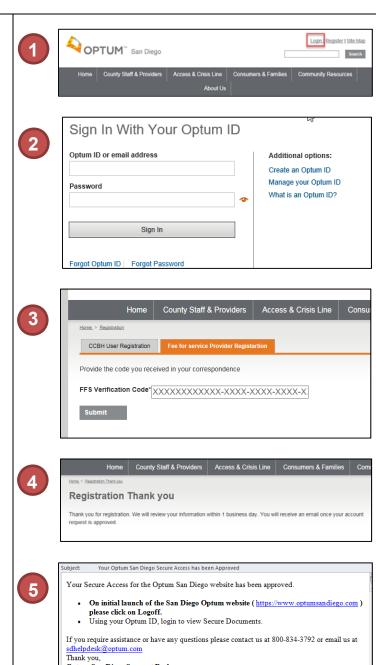






PART TWO: OPTUM SAN DIEGO WEBSITE REGISTRATION FORM

- The Login link is on the top right of every page.
- 2. Sign in with your Optum ID
- 3. On the Fee for Service Provider
 Registration tab, enter the FFS
 Verification Code previously provided in
 the "Optum San Diego Website Provider
 Registration" letter for access to the
 Optum San Diego website. Click on
 Submit
- 4. This Registration information is forwarded to the Optum Support Desk to confirm you are authorized to have access to the secure site. Your request will be processed within one business day.
- 5. You will receive an **email** once your account has been activated.
- For assistance with the Optum website registration process please contact the Optum San Diego Support Desk at 800-834-3792 or sdhelpdesk@optum.com



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



Optum San Diego Support Desk