Provider Portal Instructions

How to login:

First visit our login URL site and use the provided username and password given.

How to change password:

To change your password, click on your username on the top right hand side of the portal.

What to expect from the portal:

Once you are logged into the portal, there are four links on the top of the page. The first page seen will be View Provider Portal Files.

1. <u>View Provider Portal Files</u>: On this page you'll see a table with 3 columns; Title, Description and Jade Group Files. Click the name under the "Title" column to overview the file list(s). Click the file name under the 'Jade Group Files' column to view/download files.

2. <u>View Individual Private Files</u>: Will first display "Individual Private Files" (header). It will display files under "Individual Private Files." Clicking the file(s) under the "Attachment" will automatically download that file to your computer.

3. <u>Logged in as member:</u> This link should display your username in green font. Once you click upon this link, you'll be led to a page where you're able to change/update your current password

4. <u>Logout</u>