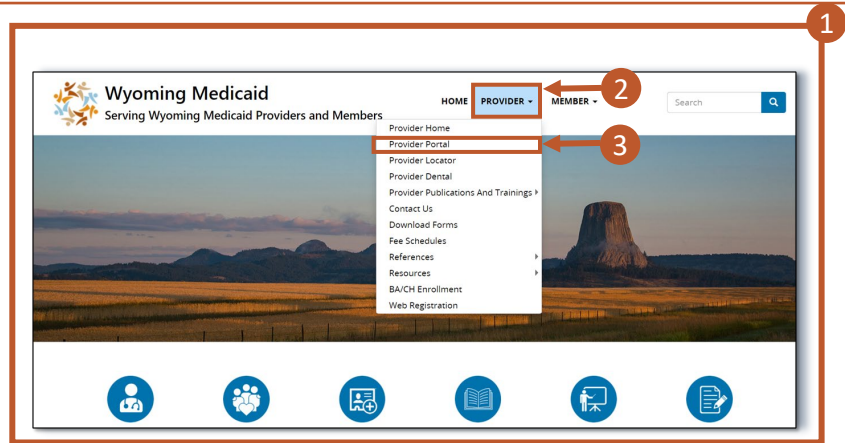
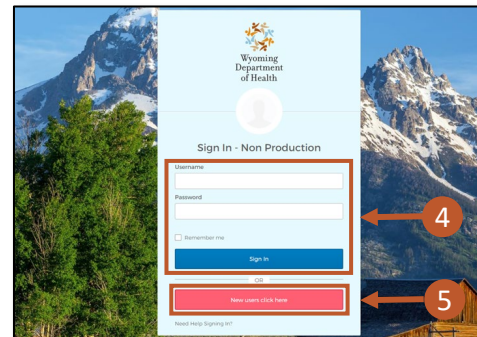


Accessing the Provider Portal

1. Use the following link to access the Medicaid website at:
<https://www.wyomingmedicaid.com>
2. Select **Provider**.
3. Select **Provider Portal**.

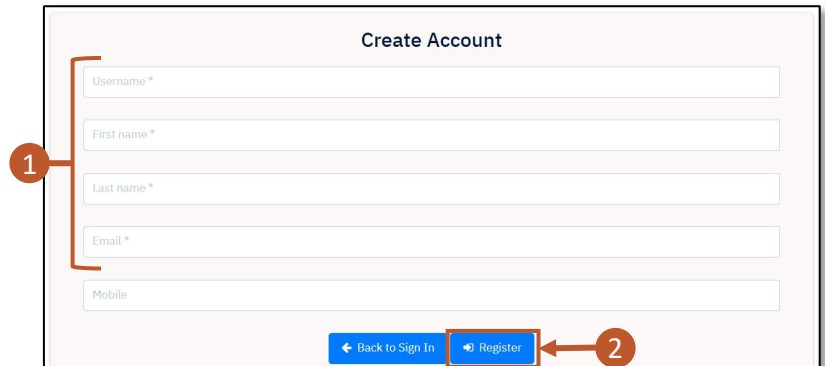


4. Log in to the Provider Portal with your Single Sign-On (SSO) **Username** and **Password**, and select **Sign In**.
5. If you do not have a username and password, select **New users click here**.

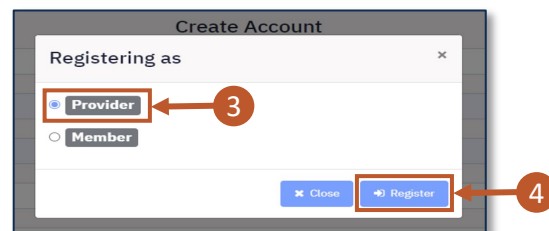


Creating a Single Sign-On Account

1. Complete all required fields to create your Single Sign-On (SSO) Account:
 - Username
 - First name
 - Last name
 - Email
2. Select **Register**.



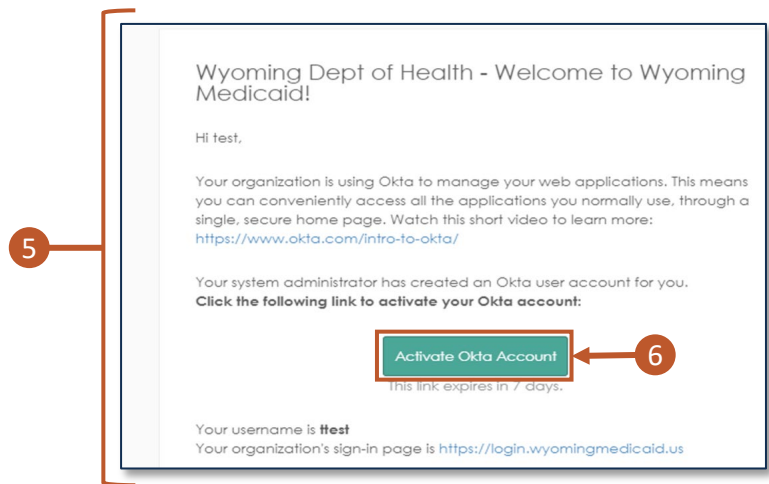
3. Select **Provider** to register as a Provider.
4. Select **Register**.



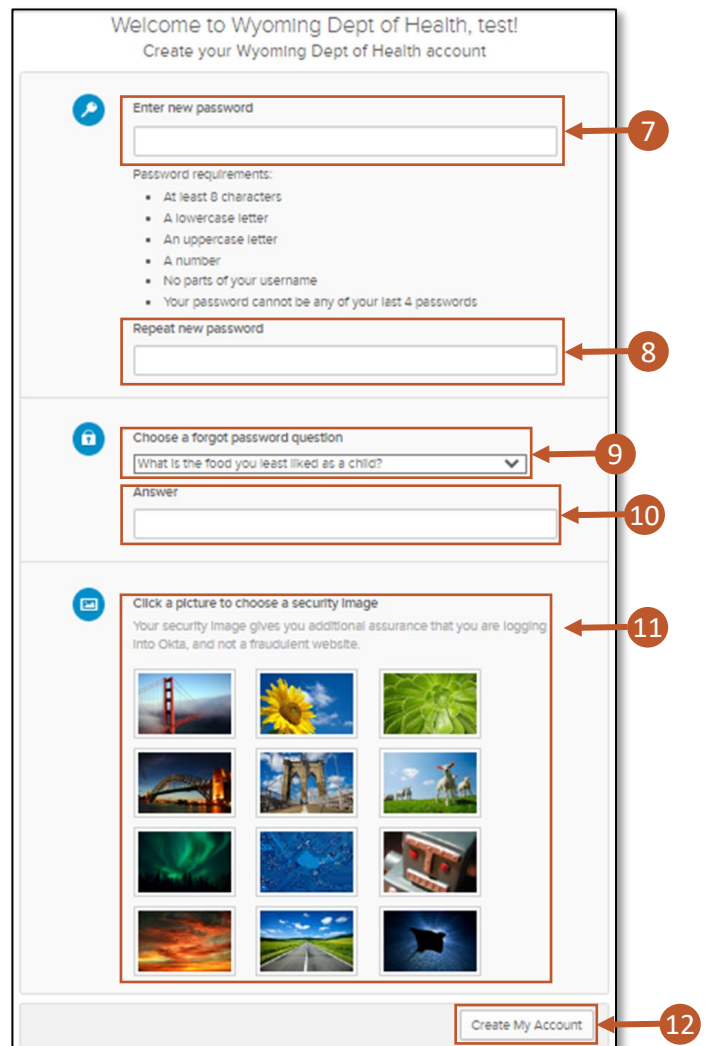
Creating a Single Sign-On Account Cont'd

5. Check your email to receive the OKTA Welcome Email for registering as a Provider.
6. Select the **Activate Okta Account** link in your OKTA Welcome Email to activate your account.
A window appears directing you to set up your single sign-on account.

Important! The activation link expires in seven (7) days.



7. In the **Enter new password** field, enter your desired password following the password requirements shown on the page.
8. In the **Repeat new password** field, enter your desired password again.
9. From the **Choose a forgot password question** drop-down, select a question you could answer easily if you were to forget your password.
10. In the **Answer** field, enter the answer to the question you selected above.
11. From the **Click a picture to choose a security image** section, select an image to aid in identifying your single sign-on account.
12. Select **Create My Account**.
A window appears directing you to set up your multifactor authentication.



Welcome to Wyoming Dept of Health, test!
Create your Wyoming Dept of Health account

Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 4 passwords

Repeat new password

Choose a forgot password question

What is the food you least liked as a child?

Answer

Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account

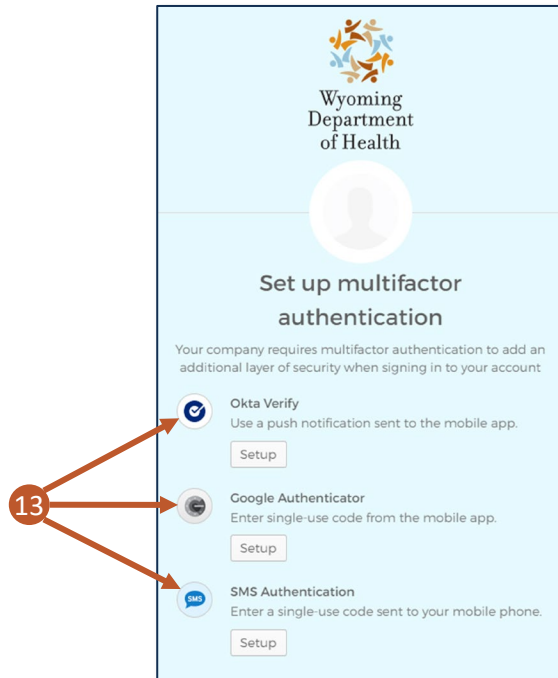
Creating a Single Sign-On Account Cont'd

13. Select **Setup** under the desired multifactor authentication method:

- Okta Verify
- Google Authenticator
- SMS (Text Message) Authentications

Follow all steps to properly set up multifactor authentication as instructed.

Important! New users stop here!

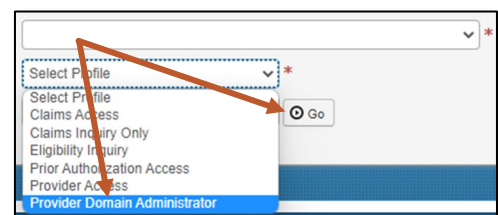
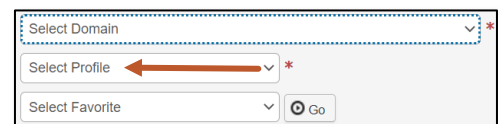
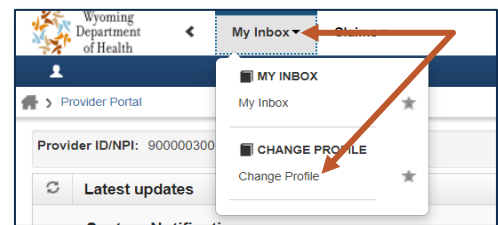


14. Provide your Username to your Domain Administrator for further account setup.

Adding Your Single Sign-On to Your Provider Domain

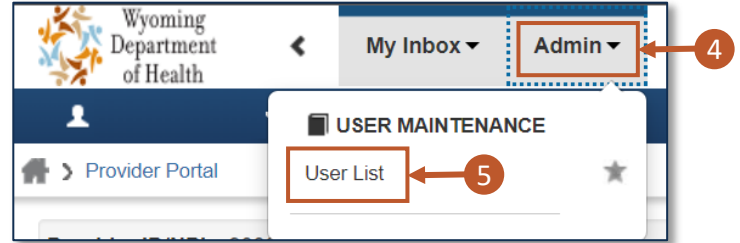
For Domain Administrators:

1. Proceed as applicable:
 - If already logged into the Provider Portal:
 - a. Select **My Inbox**.
 - b. Select **Change Profile**.
 - c. Proceed to Step 2.
 - If not yet logged into the Provider Portal:
 - a. Select the appropriate domain from the **Domain** drop-down list.
 - b. Proceed to Step 2
2. Select **Provider Domain Administrator** from the **Profile** drop-down list.
3. Select **Go**.

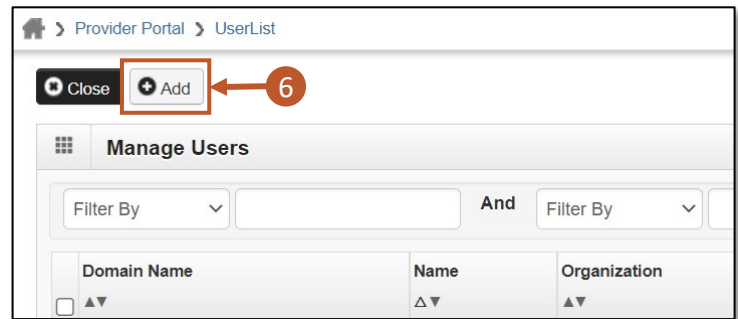


Adding Your Single Sign-On to Your Provider Domain

4. Select **Admin**.
5. Select **User List**.



6. Select **Add**.



7. Enter the **User ID** provided.
8. Select from the **Available Profiles**, move the appropriate profiles to the **Selected Profiles** box as shown using the arrows.
9. Once complete, select **Ok** to complete the registration process.

