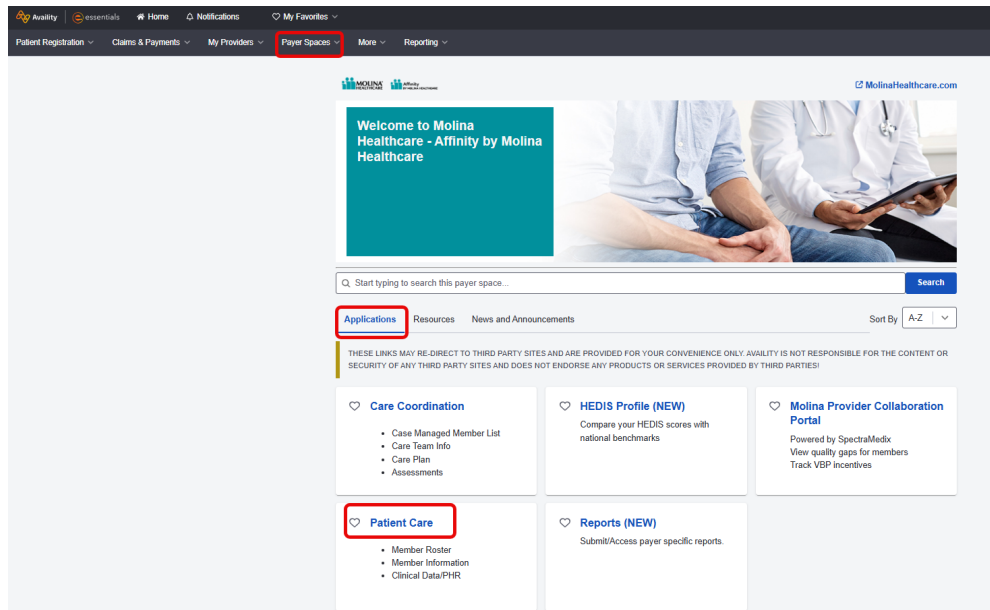


# Availity Access to Member Roster: A Step-by-Step Guide

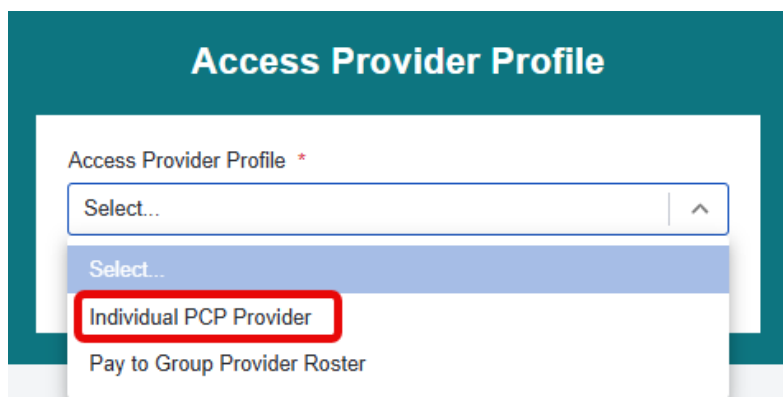
## Step 1: Access the Availity Portal

- Log in to the **Availity Essentials Portal**.
- From the top navigation, select **Payer Spaces**, then choose **Applications**, and click **Patient Care**.



## Step 2: Select Provider Profile Type

- Open the **Provider Profile** menu.
- Select the appropriate option based on your role:
  - **Individual PCP Provider**, or
  - **Pay to Group Provider Roster**.



## Step 3: Enter Required Provider Information

Complete all required fields, then submit the form:

- **Organization:** Select ConnectiCare
- **NPI:** Enter the provider's National Provider Identifier.

- **Tax ID or IPA Group:** Enter the applicable Tax ID or IPA Group.
- **State:** Select the applicable state.
- Click **Submit**.

**Tip:** If you are accessing a **Pay to Group Provider Roster**, only the **Tax ID** is required. The **NPI** field is optional.

**Access Provider Profile**

**View:**  
Individual PCP Provider

**Organization**

Select Organization...
▼

**NPI \***

Enter NPI...

**Tax ID: Direct Tax ID or IPA Group \***

Select or Enter Tax ID...
▼

**State \***

New York
▼

Submit

Reset

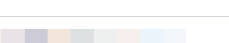
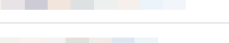
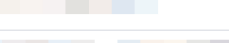
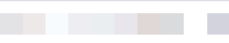
## Step 4: Select Provider(s)

After submission, a list of available providers will be displayed. Review the results and choose the provider selection scenario that applies.

### Single Provider Selection

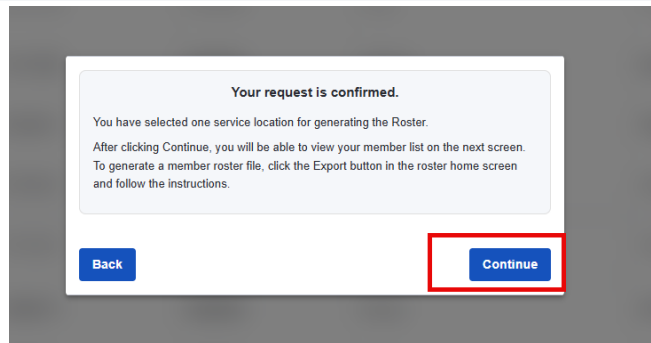
1. Review the list of available providers.
2. Select the appropriate provider.

3. Click Next to continue.
4. The Member Roster screen will display for the selected provider.
5. Review the member count shown on the screen and use the roster results for member review.
6. To download the roster from the Member Roster screen, click Export.

| <input type="checkbox"/> Select All | NPI                                                                               | TIN                                                                               | Provider Name *                                                                   | Provider Service Location *                                                        |
|-------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |
| <input type="checkbox"/>            |  |  |  |  |

< Prev 1 2 3 4 5 ... 24 Next > Show 10 per page



## Multiple Provider Selection

1. Review the list of available providers.
2. Select one or more providers by checking the appropriate boxes.
3. To select all providers displayed on the current page, click Select All.
4. If more than one page of results is available, use the Next button at the bottom of the page to navigate through additional providers.
5. After provider selections are complete, click Next.

6. A pop-up window will display asking whether you want to generate a roster.

Select Provider

| <input checked="" type="checkbox"/> Select All | NPI | TIN | Provider Name * | Provider Service Location * |
|------------------------------------------------|-----|-----|-----------------|-----------------------------|
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |
| <input checked="" type="checkbox"/>            |     |     |                 |                             |

< Prev 1 2 3 4 5 ... 24 Next > Show 10 per page

**A** **Next**

**Generate a Member Roster** ×

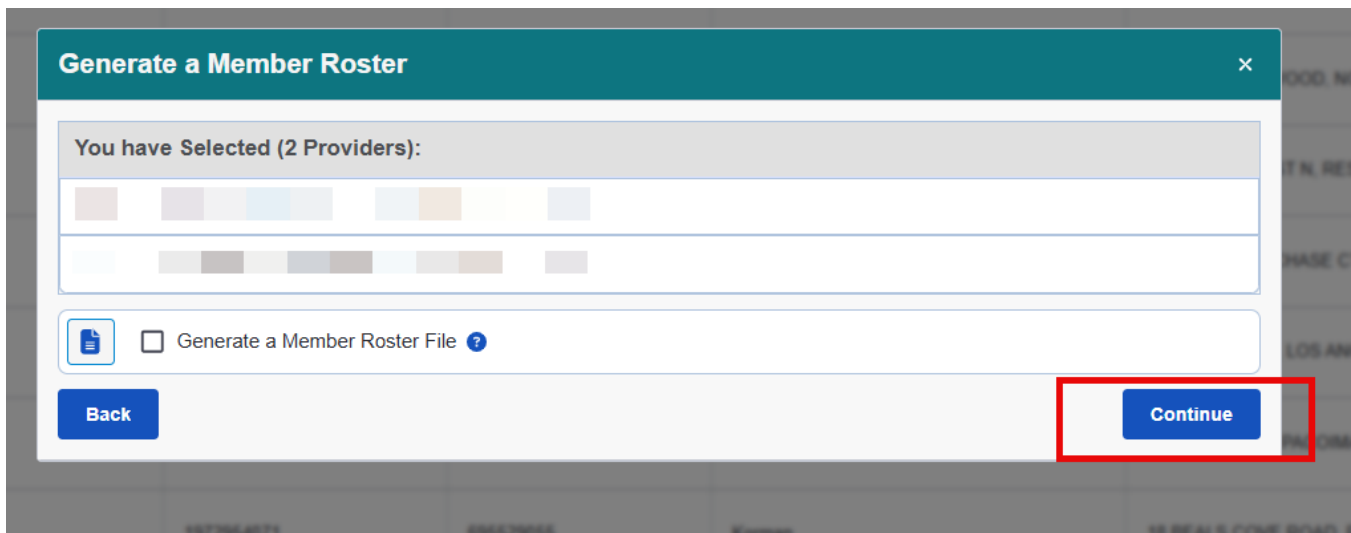
You have Selected (2 Providers):

☐ Generate a Member Roster File ?

**Back** **Continue**

### Option A: Continue Without Generating a Roster

1. If you do not wish to generate the member roster, click continue to navigate to the Member Roster screen.
  2. The **Member Roster** screen will display.
  3. Review member information directly on the screen.
  4. If the member you are looking for is not displayed, use the **Search** functionality to locate the member.
- Tip: If you change your mind, you can click on Export to generate the member roster



**Generate a Member Roster** ×

You have Selected (2 Providers):

☐ Generate a Member Roster File ?

**Back** **Continue**

### Option B: Generate a Roster Without Notification

1. Click **Generate Roster**.
2. Review the roster fields displayed in the pop-up window.
3. Required fields are automatically included and cannot be removed.
4. Optional fields are selected by default and can be deselected as needed before generating the roster.
5. Click Continue to generate the roster and navigate to the member roster screen

Note: The member roster will be available in the Reports( New) Portlet after 30 mins [ please see step 7 on how to navigate to the portlet]

Generate a Member Roster

You have Selected (2 Providers):

Generate a Member Roster File

Roster Options (These fields will show on your generated roster file)

Pay to Name

Pay to Tax ID

PCP NPI

Member Last Name

City

Zip Code

Pay to Provider ID (PAPI)

Service Location Address

Member ID

Date of Birth

County

Redetermination Date

Pay to NPI

PCP Name

Member First Name

Address

State

Outreach Campaign

PCP Effective Date

Gender

Primary Language

Enrollment Restriction

Other Coverage

PCP Term Date

Member Phone

Enrollment Effective Date

Program Name

Middle Name

Member Mobile Phone

Enrollment Term Date

Head of House ID

Notify me when the Member Roster File is available

Back

Continue

### C. Generate a Roster and Receive Notification

1. Select the **Notify Me** checkbox.
2. Review the roster fields displayed in the pop-up window.
3. Required fields are automatically included and cannot be removed.
4. Optional fields are selected by default and can be deselected as needed before generating the roster.
5. Click Generate Roster.
6. An email notification will be sent when the roster is available in the Reporting Portlet.
7. Access the Reporting Portlet to retrieve and download the roster file.



*\* is a required field*

\*Organization

\*Tax ID ?

NPI

Enter 10-digit NPI...

\*State

CA

☒ User Initiated On-Demand Report

\*Provider ID ?

Search or Select Provider ID...

Continue

## Reports

Feedback

Back

**Access Provider Profile**

**Organization:**  
Molina Healthcare Inc

**NPI:**

**TIN:**

**Provider ID:**

**Provider Name:**

**Resources**

▼ Member Roster Report

| File Name | Report Type | Date Generated | Download Report          |
|-----------|-------------|----------------|--------------------------|
|           |             |                | <a href="#">Download</a> |
|           |             |                | <a href="#">Download</a> |
|           |             |                | <a href="#">Download</a> |
|           |             |                | <a href="#">Download</a> |
|           |             |                | <a href="#">Download</a> |

## Important Notes

- Users can select a single provider or multiple providers when accessing a member roster.
- For single provider selection, users advance directly to the Member Roster screen and can export from that screen.
- For multiple provider selection, a pop-up window appears after clicking Next and provides the option to generate a roster with notification.
- If Notify Me is selected, the user will receive an email once the roster is available in the Reporting Portlet.

- If the notification option is not selected, it can be selected later
- The Member Roster screen displays up to 500 members.