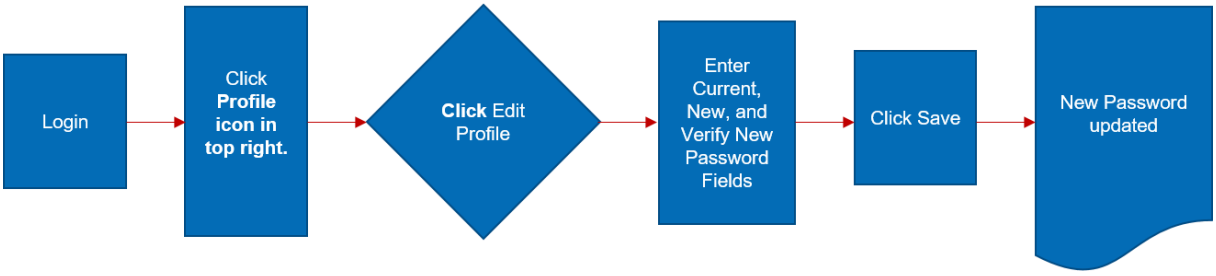
# Provider Portal

## Login and Settings

Quick Reference Guide (QRG)

ConnectiCare

This quick reference guide (QRG) will provide an overview of the Provider Portal's Login and Settings features.



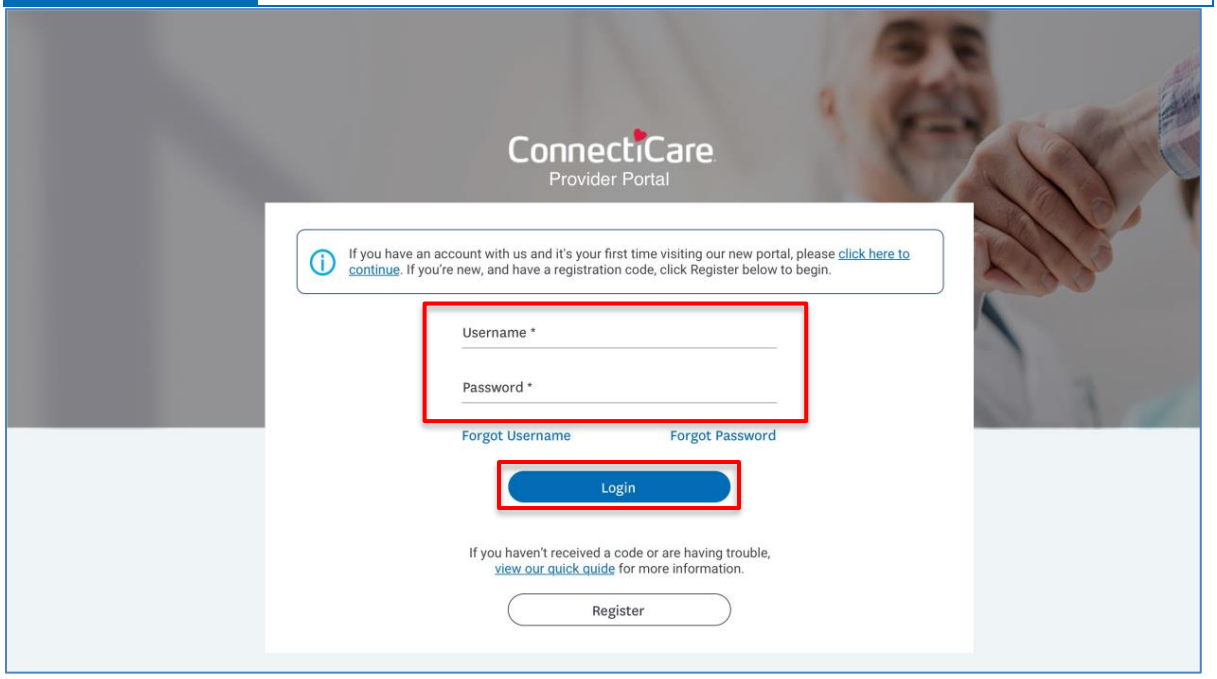

Let us look at the steps in detail for Logging in and changing Settings.

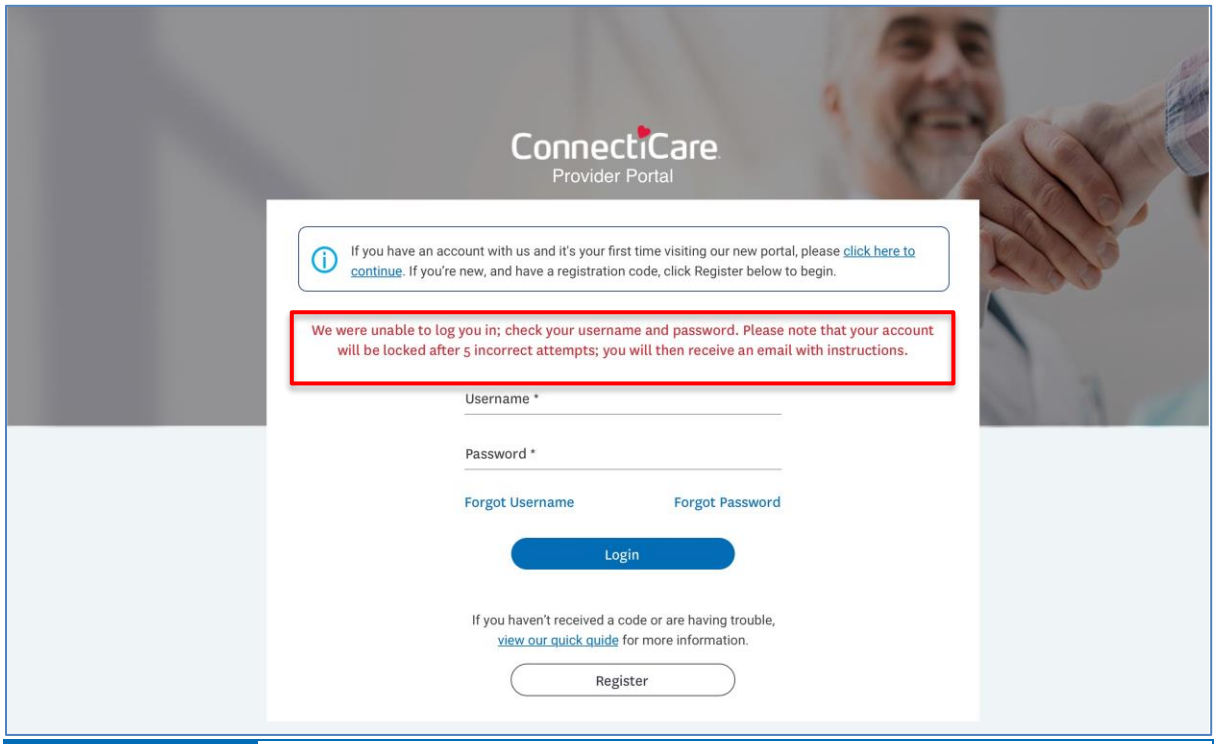
## Purpose: Login and Settings

**Step 1:**

Go to **ConnectiCare's Provider Portal** Log**-in webpage.**
Login Screen will display.

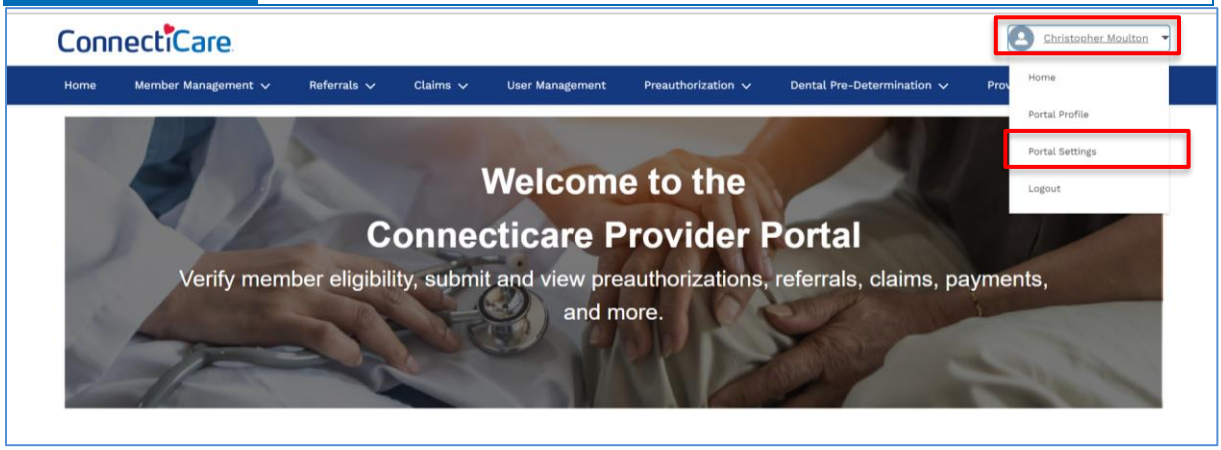
1. Enter in **Username** and **Password** and click **Login.**
   **Note**: If the wrong credentials are entered, an error message will display.

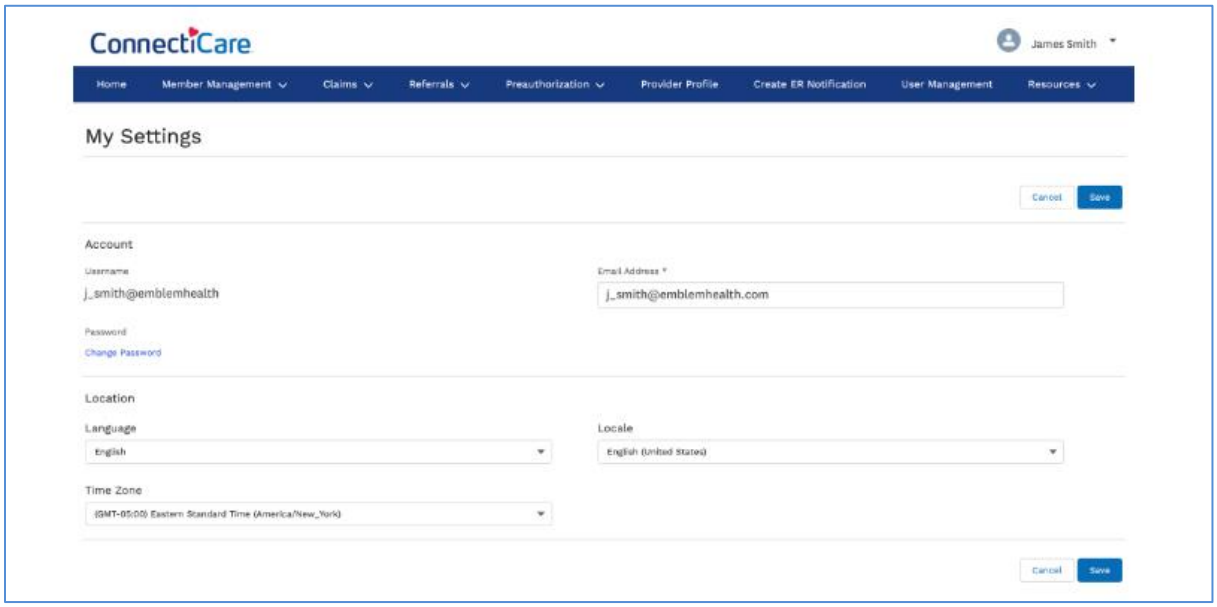





**Step 2:**

1. Once logged into the **ConnectiCare Home** page, select the **User Profile** icon.
2. From the drop-down list, select **Portal Settings**.
3. On the Portal **My Settings** page, you may change your password by clicking **Change Password**.

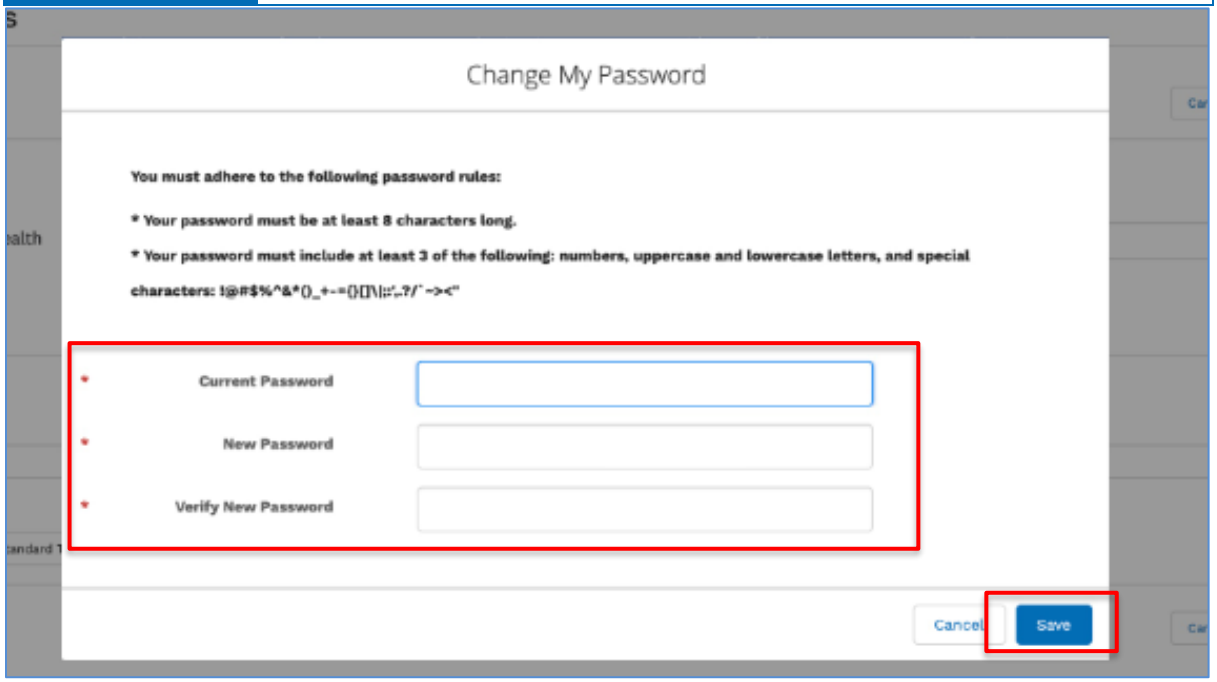





**Step 3:**

The **Change My Password** popup screen will display.

1. Enter required Information:
   - **Current Password**
   - **New Password**
   - **Verify New Password**
2. Click **Save**.



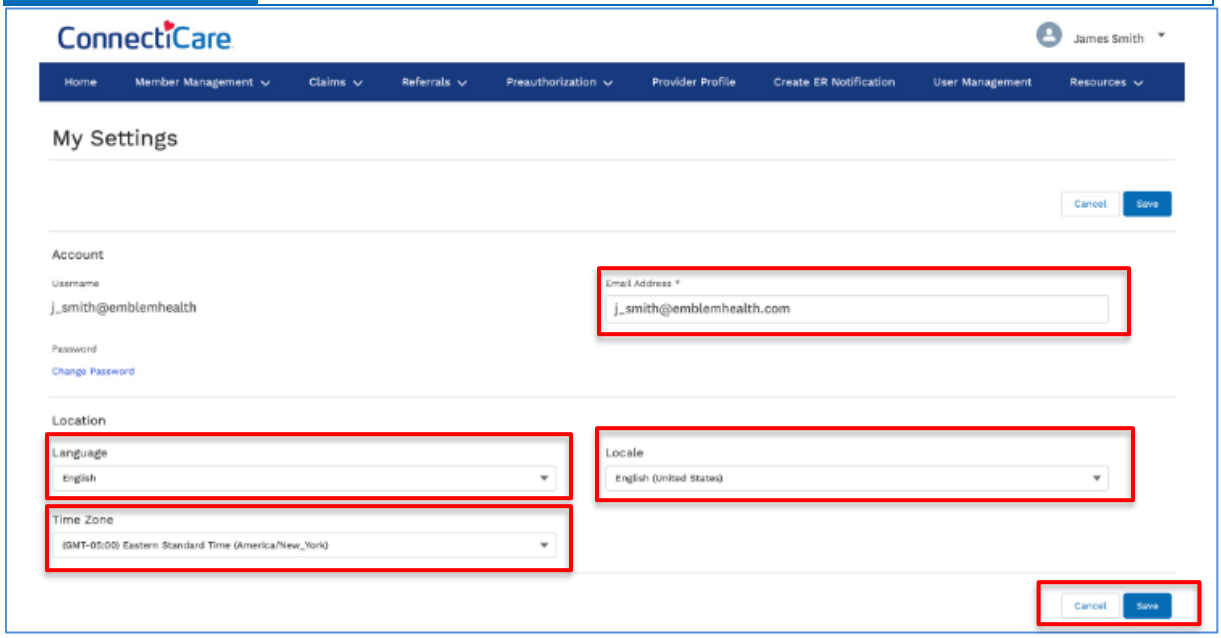
ConnectiCare

**Step 4:**

From the **My Settings** page you have the following options:

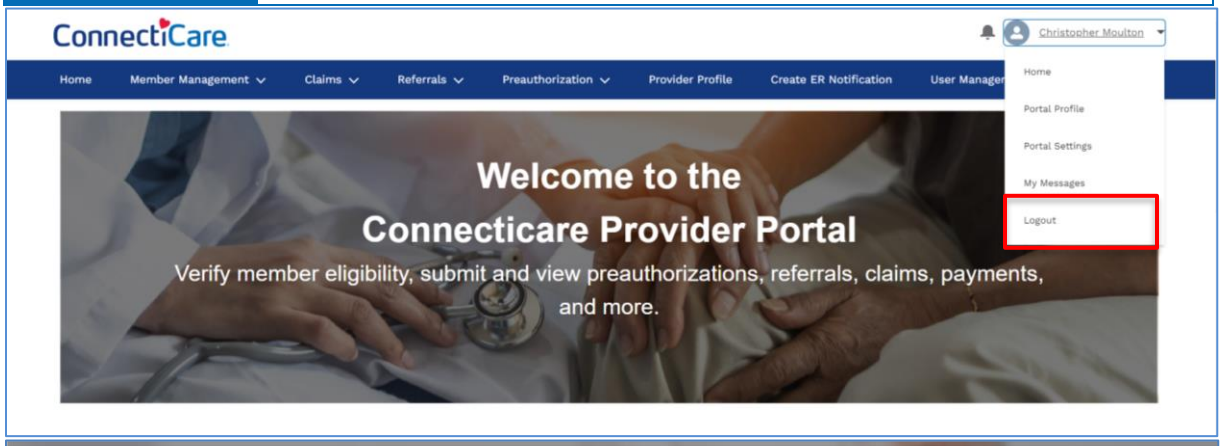
a) Change Email
b) Update Language
c) Update time zone

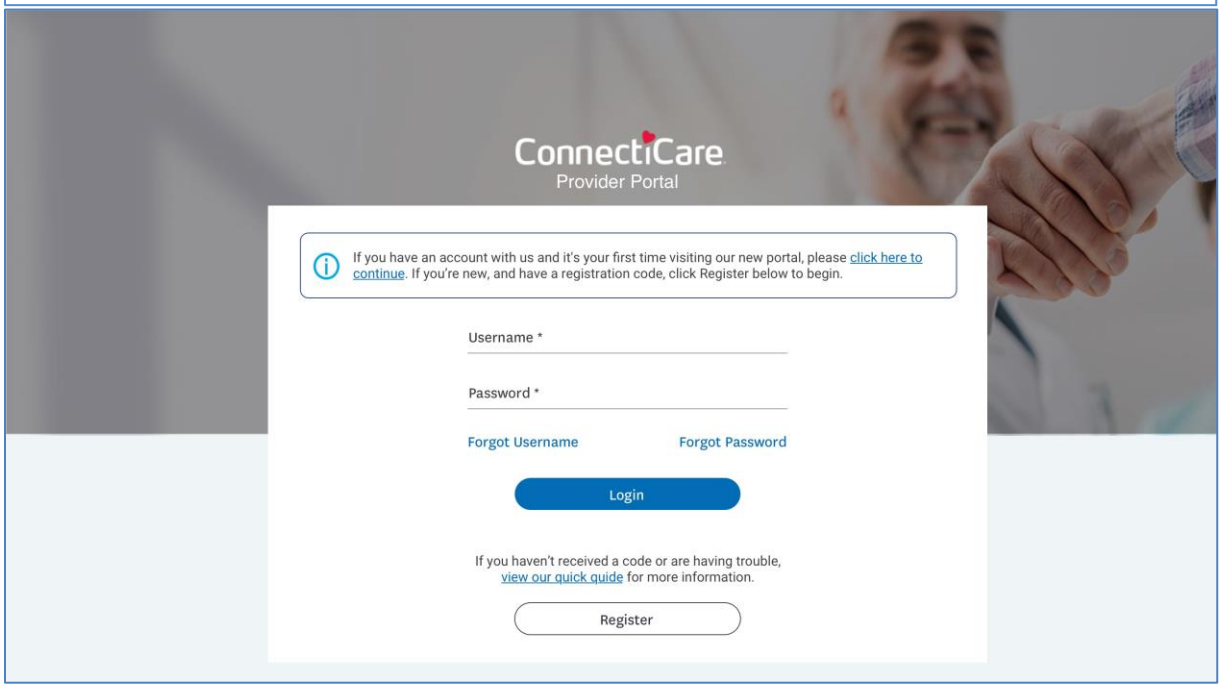
Click **Save**



**Step 5:**

2. Click **User** icon.
3. Select **Logout** from the dropdown menu.
   Once logged out, the **Login** screen will re-display.



Thank
You