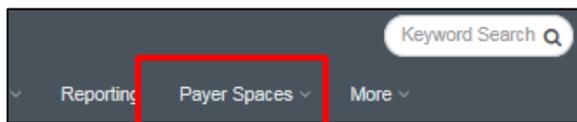


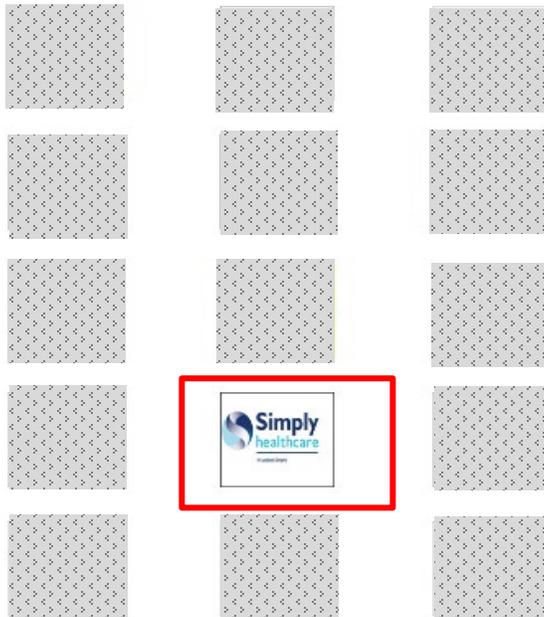
Availity Portal provider online reporting tutorial

Note: Your organization's administrator must complete this registration process and grant access to users in the organization.

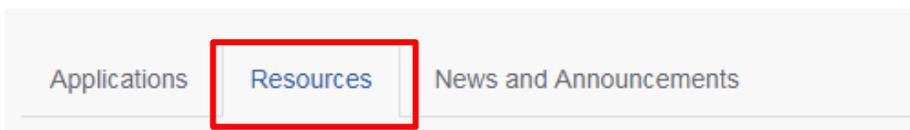
1. Log in to the Availity Portal at <https://www.availity.com>.
2. From the *Availity* home page, select **Payer Spaces** from the top navigation.



3. Select **Simply Healthcare Plans, Inc.** from the Payer Spaces drop-down box.



4. From the *Payer Spaces* home page, select the **Resources** tab.



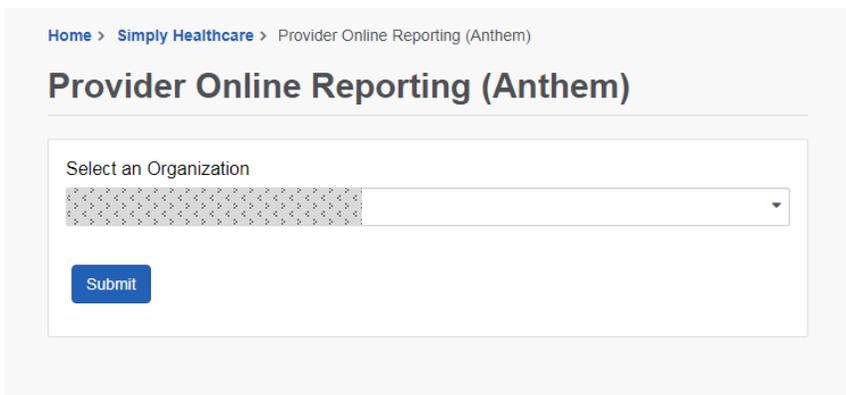
www.simplyhealthcareplans.com/provider | www.clearhealthalliance.com/provider

Simply Healthcare Plans, Inc. is a Managed Care Plan with a Florida Medicaid contract. Clear Health Alliance is a Managed Care Plan with a Florida Medicaid contract. Simply Healthcare Plans, Inc. is a Medicare-contracted coordinated care plan that has a Medicaid contract with the State of Florida Agency for Health Care Administration to provide benefits or arrange for benefits to be provided to enrollees. Enrollment in Simply Healthcare Plans, Inc. depends on contract renewal.

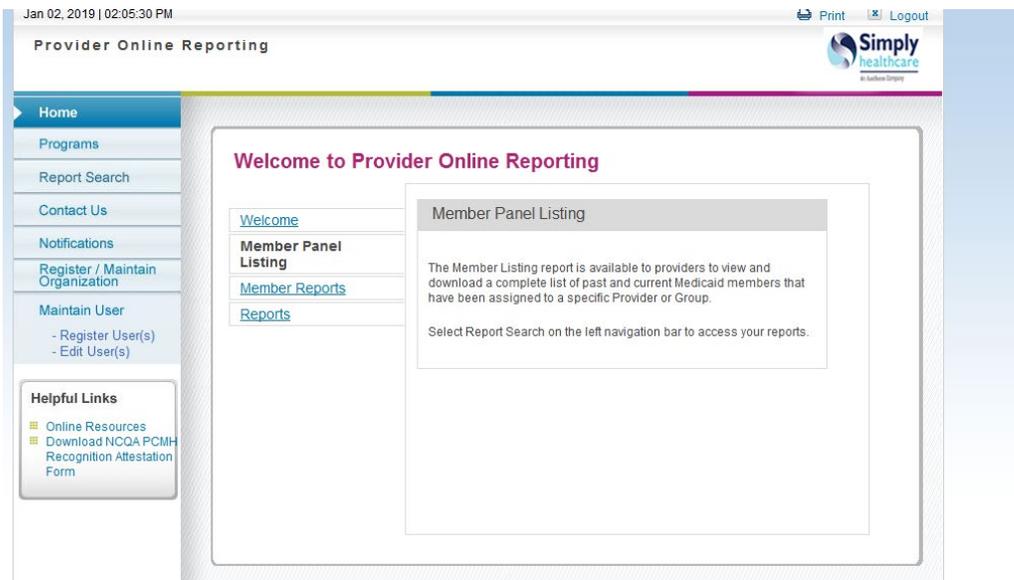
- From the *Resources* tab, select **Provider Online Reporting**.



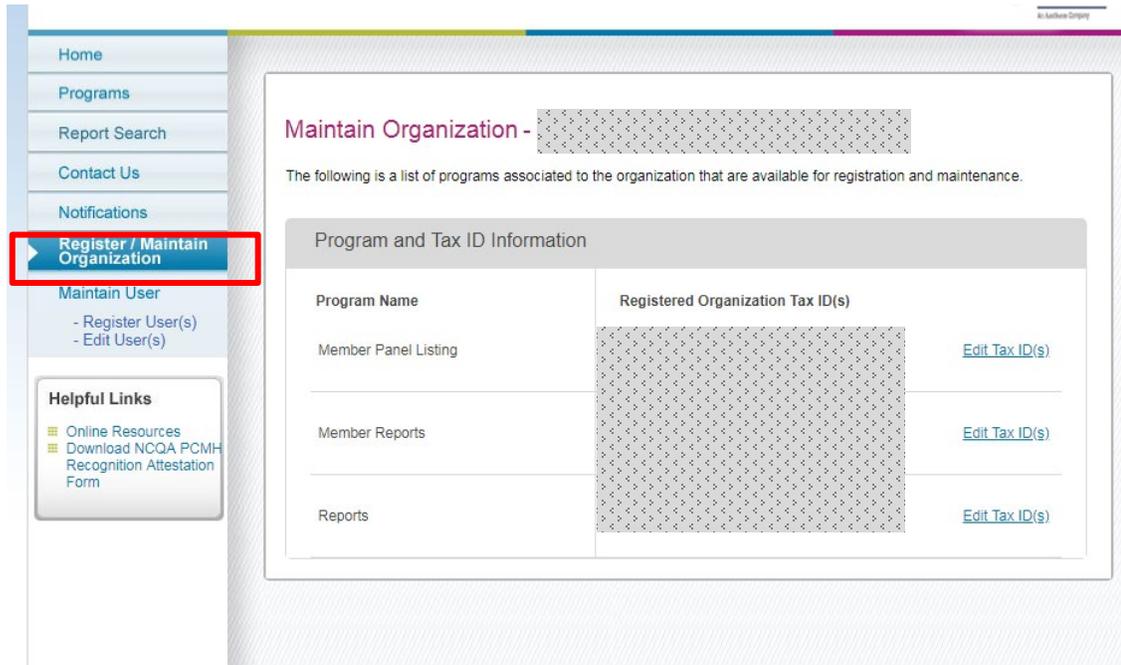
- Select **I Agree** on the *Disclaimer* page.
- Select your organization from the drop-down box.



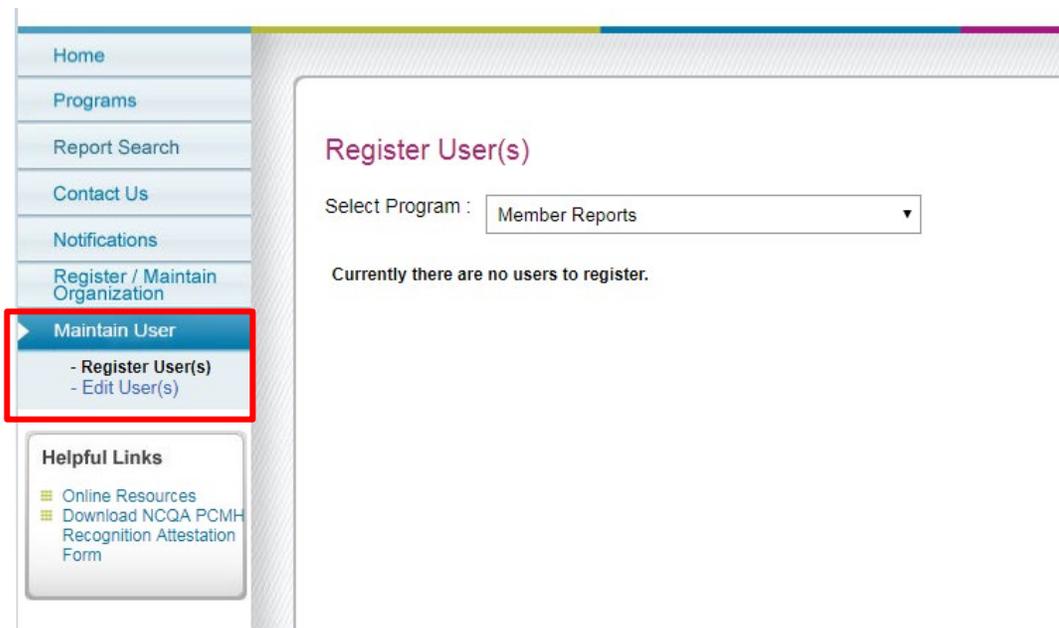
- You will then be redirected and see the message, "Welcome to Provider Online Reporting."



9. Select **Register/Maintain Organization** to register your organization's tax ID to the applicable program.
10. Select **Register Tax ID** to register for the eligible program (member reports or panel listings).



11. Select **Maintain User/Register User(s)** to grant access to users.



12. Complete all fields on the *Register User(s)* page. Select **ADD TO PREVIEW** and **Save**.

13. Select **Report Search**, choose the program, complete the required fields and select **Search**.

Report Search * Required

Program & State

* Select a Program: Member Panel Listing State: FL

Search Criteria

* Tax ID: Select

* Select Panel Type: Member Panel Listing

* Indicates a Required Field

Download Listing for Entire Tin Select a Specific Individual or Group Provider

14. An excel file should now be available.