



Registering with Availity – Easy as 1-2-3

Availity is committed to managing the security of sensitive health care data. Securing access to critical and confidential health care information is not only our mission – under HIPAA, it's the law. Our security and registration processes are compliant with evolving State and Federal regulations, such as the Health Insurance Portability and Accountability Act (HIPAA). Although registration and access to the Availity Health Information Network after application approval is easy; approval itself is not instant. Applications are approved and temporary passwords sent within two to seven business days.

1. Visit www.availity.com
2. Click 'Easy as 123 Register Now' in the top right hand corner
3. Read the 'Before You Begin' section
4. Click 'Register Now'
5. Enter the amount of organizations you wish to enter and click 'Search'
 - a. This feature will conduct a search for your organization using your tax id and zip code.
 - b. Matches will be displayed on the screen. Simply select your organization if displayed or continue with registration.
6. Follow the registration wizard by filling out the required fields.
7. Review the application and click next
8. Very Important: Read 'Completing the Application Process' and the 'Next Steps' section
9. Click 'Print' to print the application and the 'Trading Partner Agreement'
10. Click Finish
11. Sign the application and fax or mail the application to Availity.

Please start the registration process today!