



**To:** All IEHP Providers  
**From:** IEHP – Provider Relations  
**Date:** June 29, 2018  
**Subject:** **Provider Portal – Sub User Accounts**

Inland Empire Health Plan (IEHP) would like to remind Providers to assign all Sub User accounts the appropriate Tax ID Visibility. Owners and/or Managers are responsible to ensure that each user has the appropriate access to the Tax ID and location by logging into the Provider Portal at [www.iehp.org](http://www.iehp.org) and following the steps below:

**To assign Tax ID and Location for Sub Users:**

1. Click on “My Account” at the top right-hand corner.
2. On the left-hand column, select “Sub User Accounts”.
3. Locate Sub Users’ account and click on “Edit”.
4. Under the Tax ID Visibility section, select the desired address(es) for each Tax ID in order to grant Sub Users’ access.
5. Click “Update”.

The screenshot shows the IEHP Provider Portal interface. At the top, the navigation bar includes the IEHP logo, 'Provider Portal', a user greeting 'Welcome Doctor Happy', and links for 'My Account', 'Actions', and 'Sign Out'. A red circle with the number '1' points to the 'My Account' link. On the left sidebar, 'Sub User Accounts' is highlighted, with a red circle and the number '2' next to it. The main content area displays a table of 'Sub User Accounts' with columns for Login ID, Full Name, Email, Account Type, Last Update, Last Login, and Status. A red circle with the number '3' points to the 'Edit' button for the user 'User 1' (Mickey Mouse). Below the table is the 'Tax ID Visibility' section for Tax ID 123456789, with a red circle and the number '4' next to the Tax ID. Two address boxes are shown, each with a green checkmark. At the bottom, a red circle with the number '5' points to the 'Update' button, with a 'Cancel' button next to it.

| Login ID | Full Name    | Email           | Account Type | Last Update | Last Login | Status |
|----------|--------------|-----------------|--------------|-------------|------------|--------|
| User 1   | Mickey Mouse | Mickey@iehp.org | Office Staff |             |            | Active |

**Tax ID Visibility**  
Tax ID: 123456789

- 12345 IEHP Way  
Rancho Cucamonga, CA 91729
- 951 Heart Drive  
Riverside, CA 92503

**5** Update Cancel

If you have any questions, please do not hesitate to contact the IEHP Provider Relations Team at (909) 890-2054.