How to access Magellan's online Provider Data Change Form

1. Go to **www.Availity.com** to get started.

   - If you don't already use **Availity Essentials**, set up your account now. (You'll use Availity Essentials for secure transactions as a Magellan provider.) Click *Get Started* from the Availity home page. Availity has complimentary webinars and resources to help with your registration.

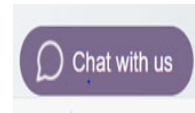2. **Log in to Essentials** using your secure username and password.

3. From the menu, click **Payer Spaces** and select the **Magellan Healthcare Idaho** tile from the drop-down. (Note: to see this tile, ensure "Idaho" is showing at the very top of the page as your state.)

4. From the Magellan Healthcare Idaho Payer Space, click the **Provider Practice Information** tile. You'll see a brief form; you do *not* need to select any of the fields marked optional, simply click **Submit**. You'll then receive a message that you are redirecting to a third-party site, select **Submit** again and you will be on the *Magellan* platform.

5. **If you have never signed into any Magellan portal application**, you will be prompted to enter a username and password. Select the **Chat with Us** feature to obtain a login.

   If you have signed into Magellan previously (i.e., to complete your Medicaid Disclosure Form), you will automatically be logged in.

6. You will see the online **Provider Data Change Form**. Select the Provider TIN/MIS of your practice and click **Go.**

7. The **Provider Data Change Form** is pre-populated with the existing practice information from Magellan's database and allows you to select various options to edit your practice information.

8. To change your billing Taxpayer Identification Number (TIN), click **Form W-9** to complete and submit the online form.

9. Click **Financial Address** and select **Edit** to update your billing information.

   If you have questions, please contact our **Provider Services Line** at **1-800-788-4005**.