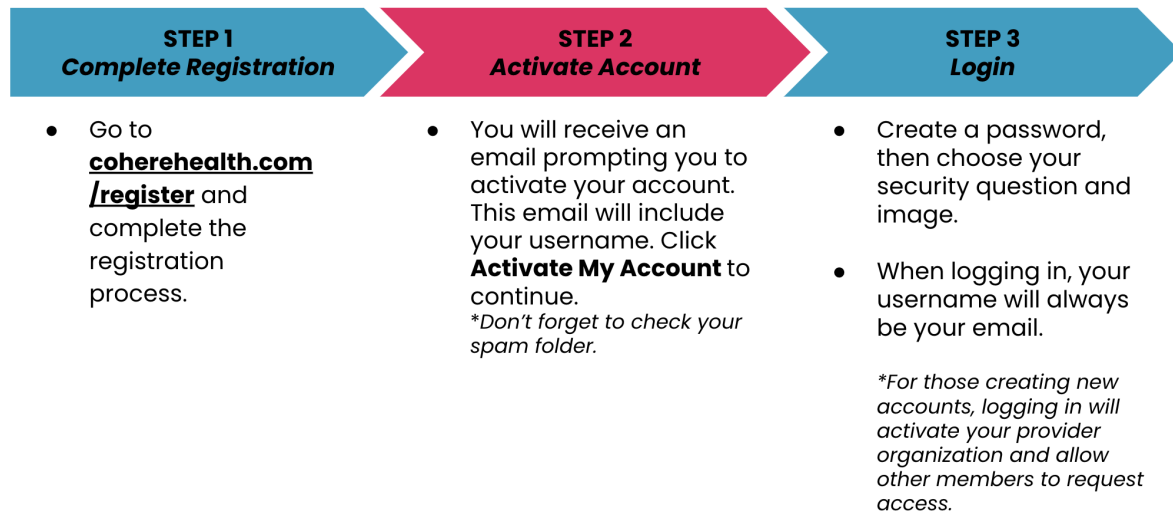


# How To Register for an Account

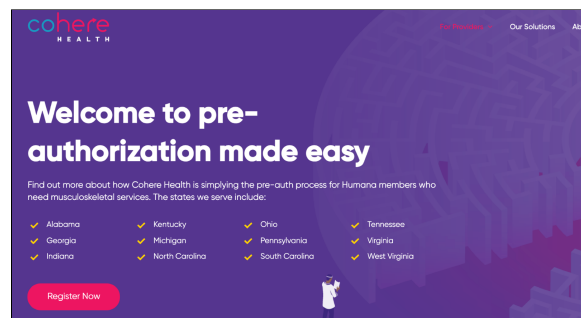
To get started using Cohere’s portal, your organization should designate one administrator to register for an account. The person who completes the registration form will be set up as an admin user and will be responsible for managing user access for your entire organization. Admins **will have** the ability to set up other organization administrators.

## What To Expect



## Registration Instructions

- Visit [coherehealth.com/register](https://coherehealth.com/register) and select the pink **“Register”** button.
- Enter your organization tax ID number (TIN) and email and press **“Create an account”**.
- From here you will see a list of any existing organizations that match the entered information. (Note: If your organization hasn’t registered for an account, you will not see any organizations listed.)



## Possible Scenarios

### Scenario 1: Organization is listed:

Select the “join” button to the right of the corresponding organization.

- In the Cohere portal, authorization requests are viewable at the organization level. This means that you will be able to view and submit requests for all of the associated organizations regardless of the physical location that is selected.

### Scenario 2: Organization is not listed:

- Enter additional TINs in the search bar in the middle of the page to expand the organization options.
- If you still do not see your organization, press “create a new organization”.

If you submit authorization requests for **multiple locations under the same tax ID number**, please select the location that constitutes the majority of your pre-authorization requests.

- If submissions are roughly equal, select any of the listed organizations. Admin users will be able to add additional TINs.

Which of the following best describes your organizational structure

Organization type  
Multi-specialty group (such as a group that includes primary care, gynecology, and orthopedics) ▼

Do you plan to submit authorizations for any other TINs? If so, please list them below.

Organization Name  
Ortho Tennessee #2

TIN  
22-3456780

+ Add another TIN

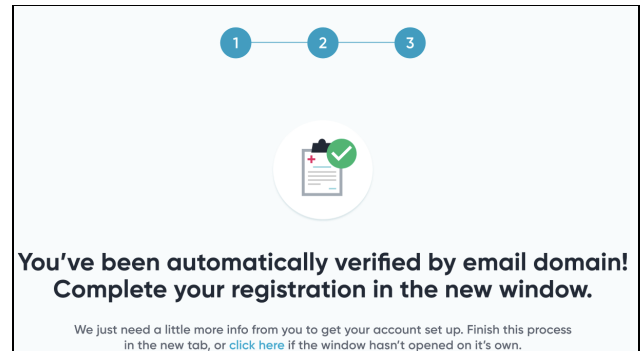
## Account Verification Options

Cohere requires account verification to ensure the security of sensitive patient information. After completing the screening questions, you will be asked to verify your account.

### Option 1: Existing Accounts Only

#### Email Domain

- Users are granted full access to start submitting pre-authorizations immediately.
- Users must have the same email domain as the admin.



**Note:** Users will not be able to utilize this method, unless the organization's admin enabled this feature when the organization was created. If this option is not enabled, the admin. must manually add all new users.

Would you like to make it faster for other people at your organization to set up accounts by enabling auto-verification based on email domain?  
email@orthotennessee.com

Yes  No

**Important information**  
By selecting yes, you are confirming that other members from your organization using the same email domain (email@orthotennessee.com) can join your account. Anyone who requests an account with this email domain will be able to automatically join your organization.

### Option 2: New Accounts Only

#### Verify by Patient Info

- Must have 5 Humana member IDs and DOBs to verify by patient info.

