

GlobalHealth

Quality Portal – External User Registration

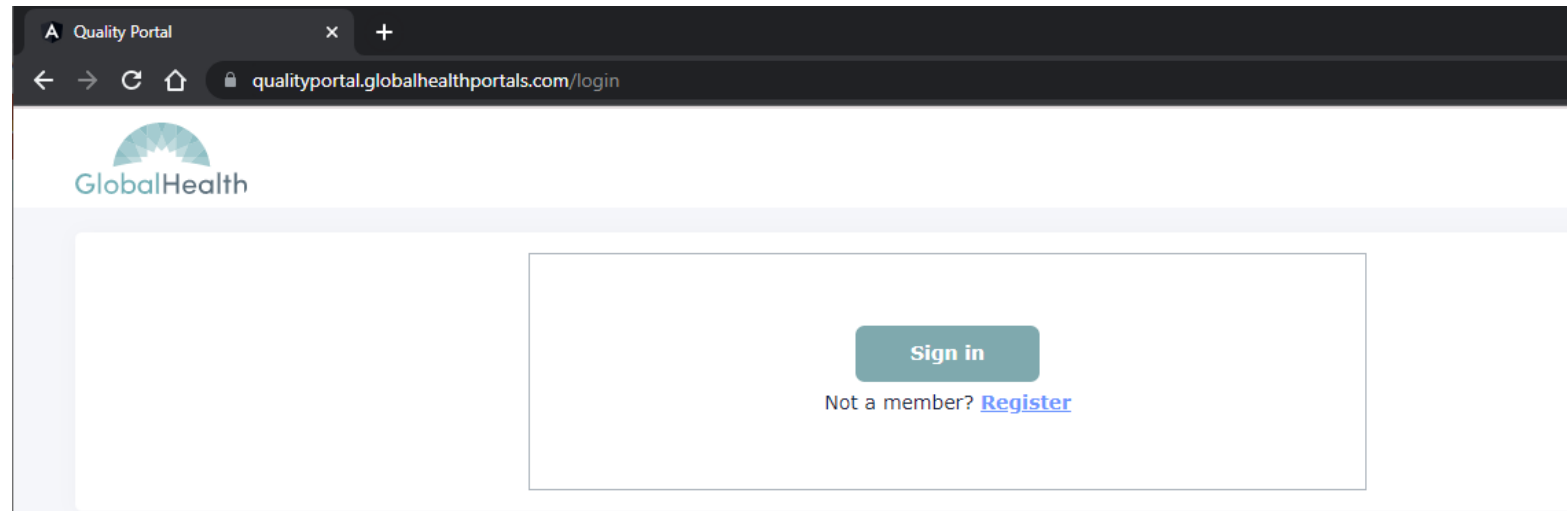
This document explains the process of approving Quality Portal external User Registration requests

Update Date – 01/27/2023




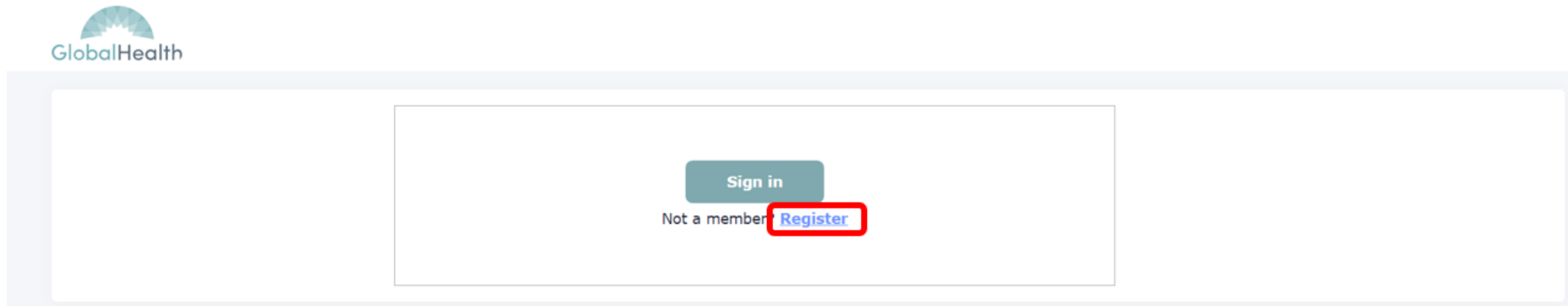
New User Registration

- Navigate to <https://QualityPortal.GlobalHealthPortals.com/>




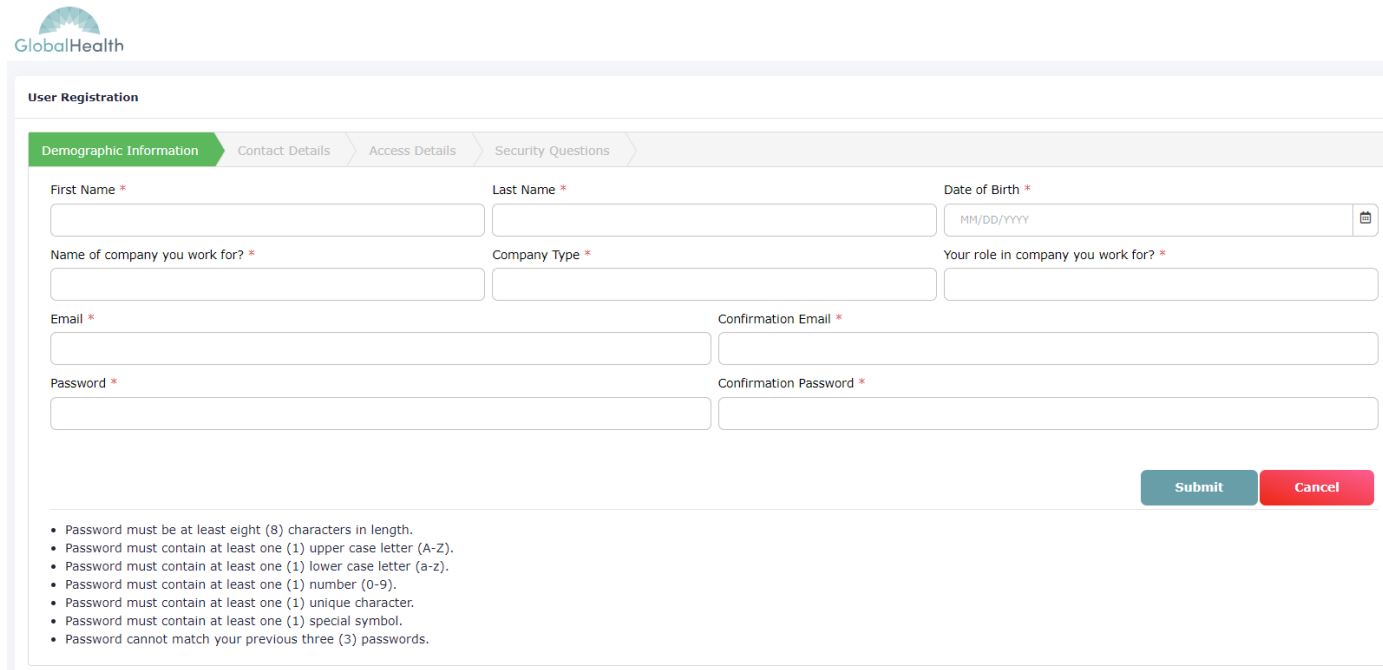
New User Registration

- Click on the "Register" link listed below the  button.



New User Registration

- You will be directed to the User Registration page.
- Fill in all known information in the “Demographic Information” section.
- Click the  button.



User Registration

Demographic Information | Contact Details | Access Details | Security Questions

First Name * | Last Name * | Date of Birth *
MM/DD/YYYY

Name of company you work for? * | Company Type * | Your role in company you work for? *

Email * | Confirmation Email *

Password * | Confirmation Password *

Submit **Cancel**

- Password must be at least eight (8) characters in length.
- Password must contain at least one (1) upper case letter (A-Z).
- Password must contain at least one (1) lower case letter (a-z).
- Password must contain at least one (1) number (0-9).
- Password must contain at least one (1) unique character.
- Password must contain at least one (1) special symbol.
- Password cannot match your previous three (3) passwords.

- A Verification email will be sent to the email address provided after successfully completing the form
- To complete the verification process, click the link in the verification email.

New User Registration

- Sample of the Verification e-mail notification

Subject: E-mail Confirmation for the GlobalHealth Quality Portal

Hello, [REDACTED]

Thank you for your interest in GlobalHealth's Quality portal.

Your request requires additional verification steps before we can proceed to assess your request.

To begin, visit [https://qualityportal-qa.globalhealthportals-dev.com/registration/\[REDACTED\]](https://qualityportal-qa.globalhealthportals-dev.com/registration/[REDACTED]) here to verify your email address is valid. Copy and paste the URL below if this does not open in your browser.

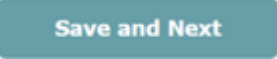
[https://qualityportal-qa.globalhealthportals-dev.com/registration/\[REDACTED\]](https://qualityportal-qa.globalhealthportals-dev.com/registration/[REDACTED])

If you feel that you have received this e-mail in error, please contact StarsLeadership@GlobalHealth.com

www.GlobalHealth.com

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New User Registration

- The verification link will redirect you to the Contact Details screen.
- Fill in all known information in the “Contact Details” section. All items identified with the * are mandatory.
- Click the  button.



User Registration

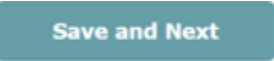
Demographic Information **Contact Details** Access Details Security Questions

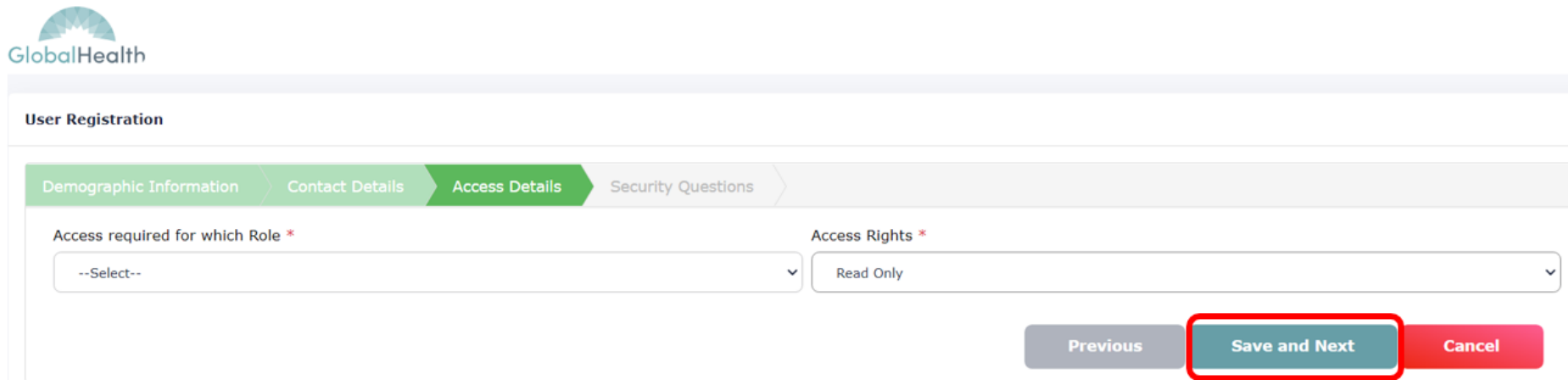
Address 1 * Address 2

City * State * ZIP Code *

Phone #1 * Phone #2 Fax #

New User Registration

- This will direct you to the Access Details screen.
- Select the Role and Access Rights you require.
- Click the  button.



The screenshot shows the 'User Registration' form in the 'Access Details' step. The breadcrumb navigation includes 'Demographic Information', 'Contact Details', 'Access Details', and 'Security Questions'. Two dropdown menus are visible: 'Access required for which Role *' with a '--Select--' option, and 'Access Rights *' with 'Read Only' selected. At the bottom right, there are three buttons: 'Previous' (disabled), 'Save and Next' (highlighted with a red border), and 'Cancel'.

Further fields will be rendered based on selected role:

Role Name	Fields List
IPA User	IPA Name/Group Name, IPA/Group Contact Number
Group User	IPA Name/Group Name, IPA/Group Contact Number
PCP User	PCP Name, PCP Contact Number

New User Registration

- The IPA Name/Group Name and Contact Number fields will appear.
- Once the fields are completed, click the **Save and Next** button.



User Registration

Demographic Information → Contact Details → **Access Details** → Security Questions

Access required for which Role *
Group User

Access Rights *
Read Only


IPA Name/Group Name *
AHS

IPA/Group Contact Number *
966-670-3703

Previous **Save and Next** Cancel

- If you are unsure as your IPA Name/Group Name, please contact StarsLeadership@GlobalHealth.com

New User Registration

- This will direct you to the Security Questions section.
- For all five security questions, select the questions you want to answer, and provide the answer in the associated "Answer" text boxes.
- Click the  button.



User Registration

Demographic Information Contact Details Access Details **Security Questions**

Security Question #1 *	In what town or city did you meet your spouse or partner?	Answer *	Clearwater
Security Question #2 *	In what town or city did your parents meet?	Answer *	Clearwater
Security Question #3 *	In what town or city was your first full time job?	Answer *	Tampa
Security Question #4 *	What are the last five digits of your driver's license number?	Answer *	123456789
Security Question #5 *	What is your grandmother's (on your mother's side) maiden name?	Answer *	Sathya

[Previous](#) [Submit](#) [Cancel](#)

New User Registration

- After fully completing the registration details, you will receive the below message.



Your details submitted successfully. You will be notified on further updates through email.

Your access request will now be reviewed by GlobalHealth.

If your request is approved, then you will receive an email containing:

- A notification of your approval.
- A link that will allow you to access the Quality Portal.
- If your request is denied, please contact StarsLeadership@globalhealth.com

New User Registration

- Sample of the Approval e-mail notification

Subject: Access Status for the GlobalHealth Quality Portal

Hello 

Your access request to the GlobalHealth Quality Portal has been approved.

You can access the GlobalHealth Quality Portal by using this link: <https://qualityportal-qa.globalhealthportals-dev.com/dashboard>

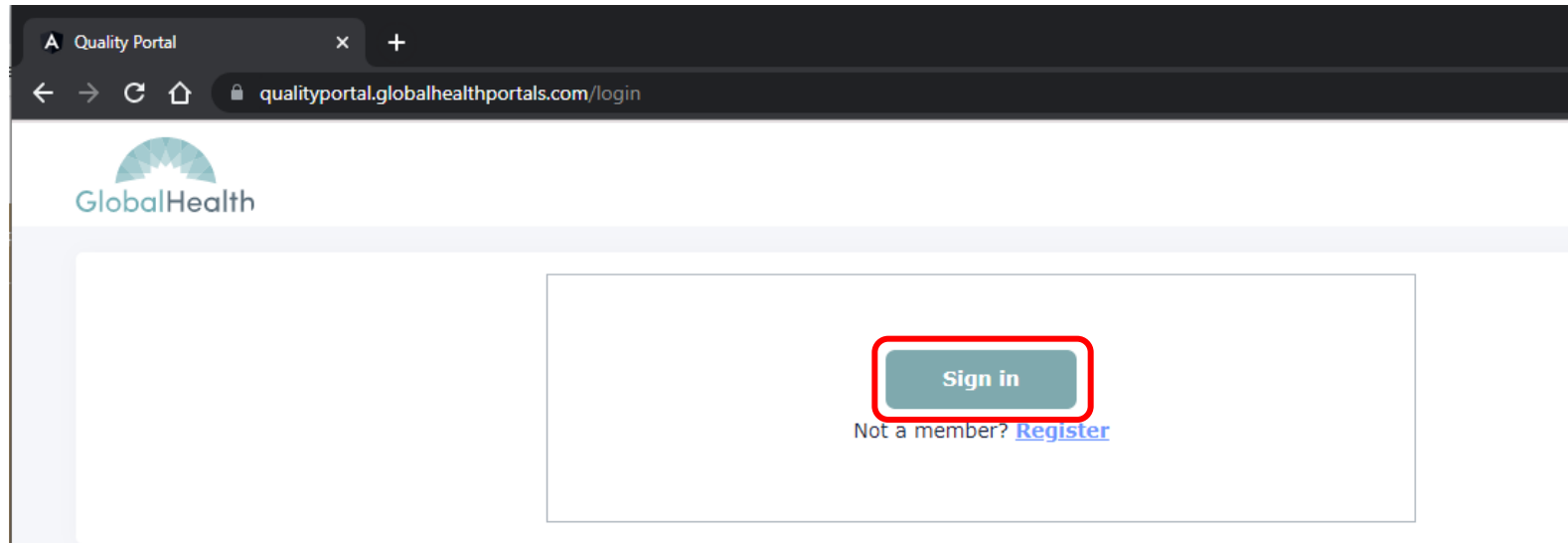
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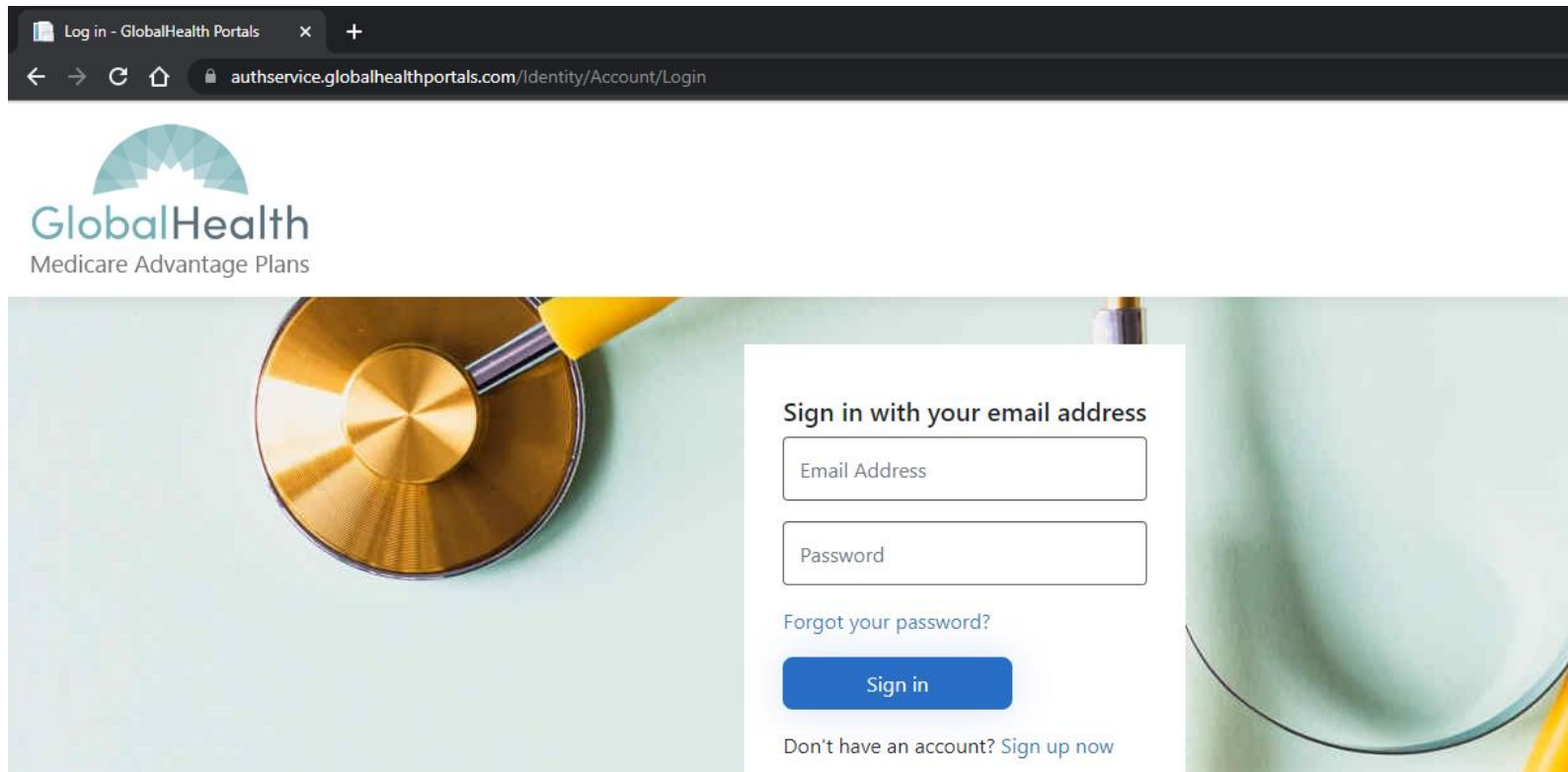
New User Registration

- After returning to the Quality Portal sign in page, click the **Sign in** button. You will then be directed to the sign in screen.



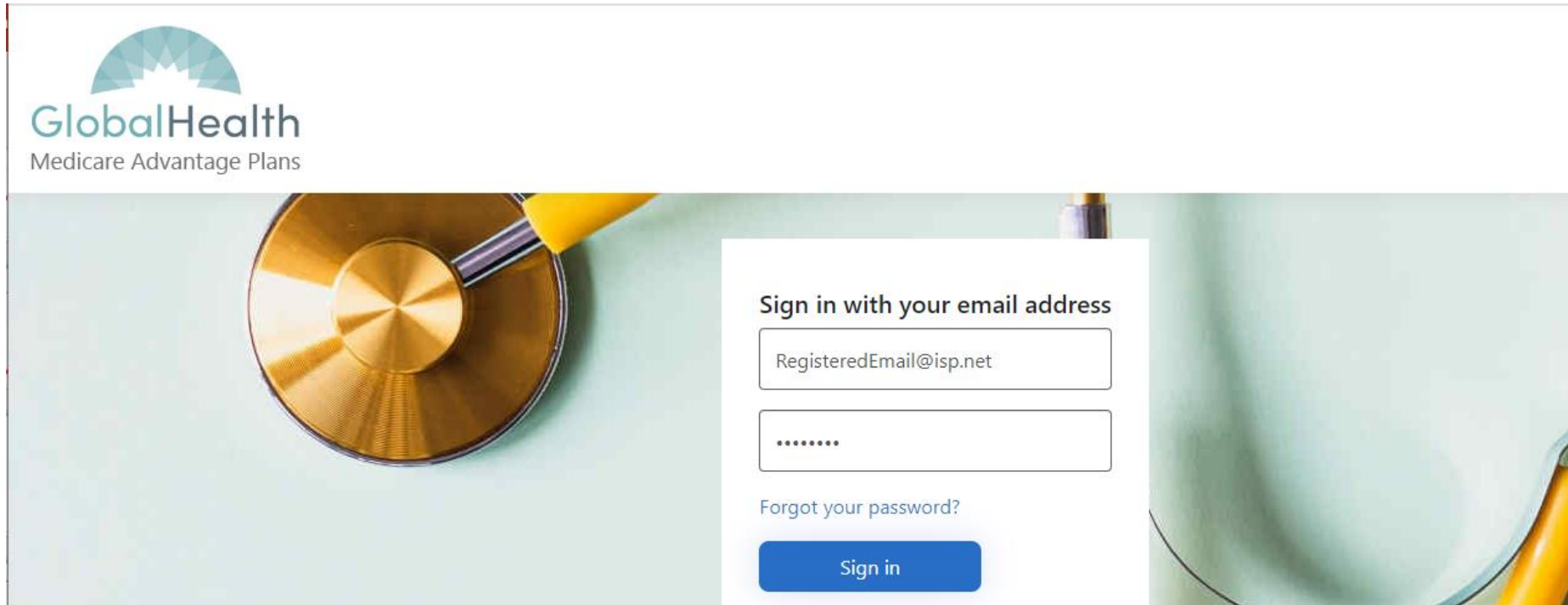
New User Registration

- The sign in screen will look like this:



New User Registration

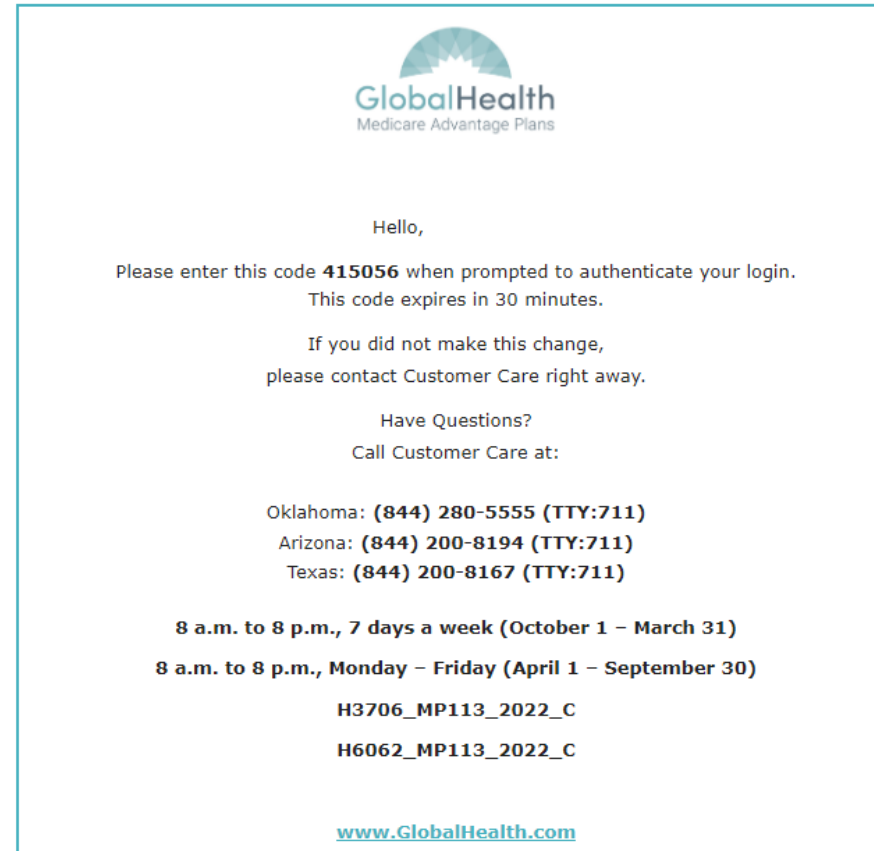
- In the box: enter the e-mail address that you used to register for your account on Slide 3.
- In the box: enter the password that you created for your account on Slide 3.



- Click the button

New User Registration

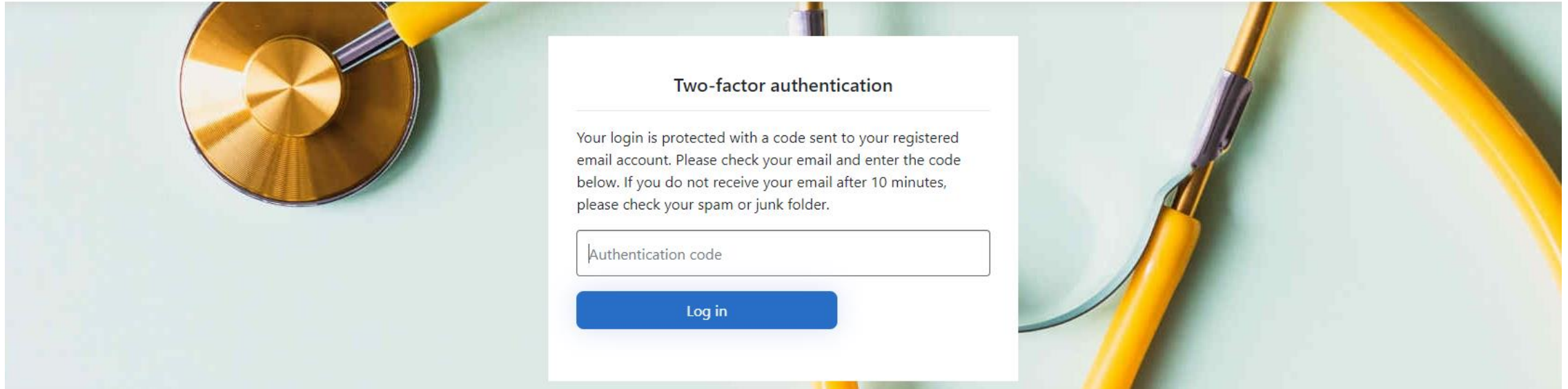
- GlobalHealth uses Two Factor Authentication to protect all member and provider information.
- The Quality Portal will send a confirmation code to the registered e-mail account from Slide 3.



Please do not enter confidential information about your health while sending an e-mail.

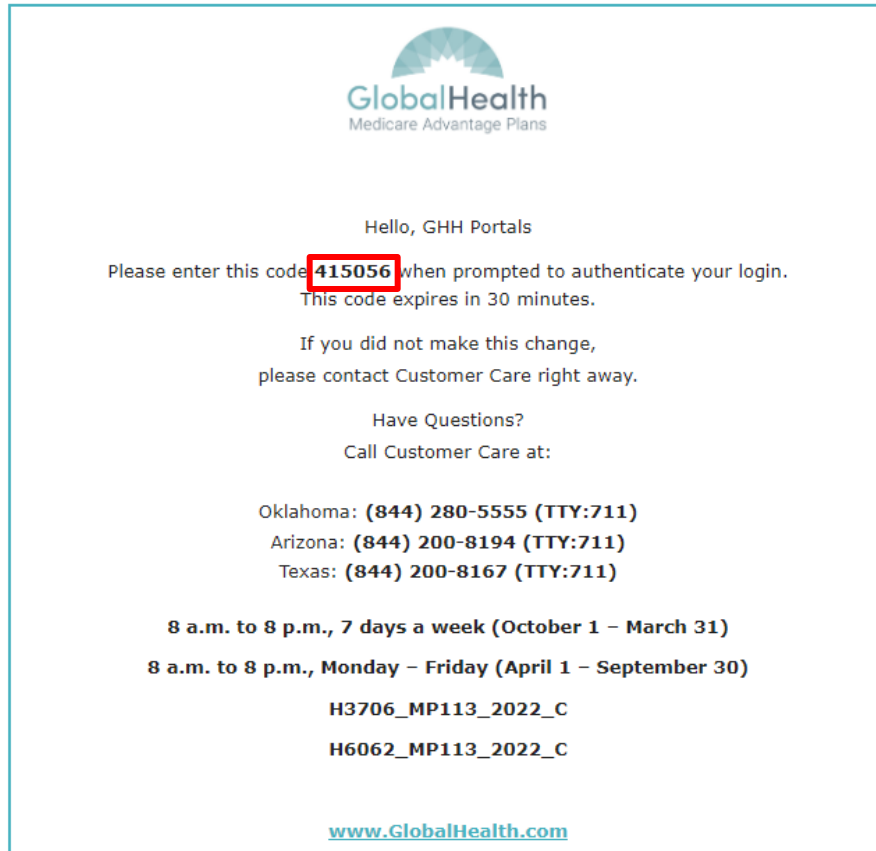
New User Registration


- A screen will display the required Two-factor authentication step:



New User Registration

- Enter the six-digit two factor authentication code into the box provided:





Hello, GHH Portals

Please enter this code **415056** when prompted to authenticate your login.
This code expires in 30 minutes.

If you did not make this change,
please contact Customer Care right away.

Have Questions?
Call Customer Care at:

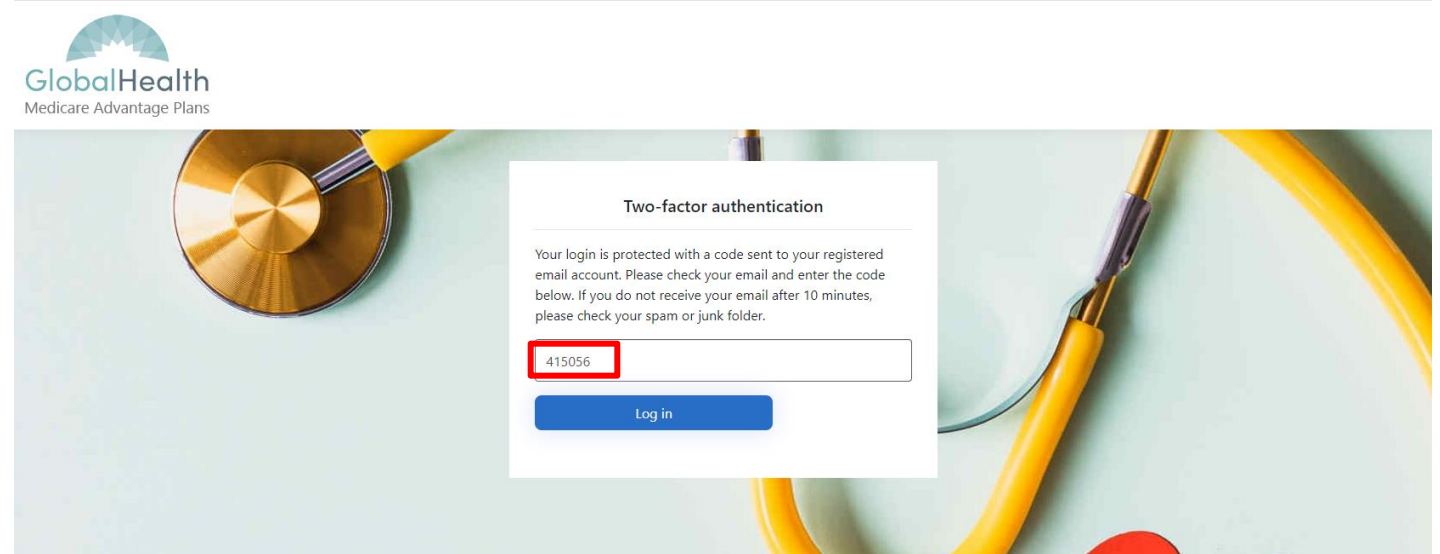
Oklahoma: **(844) 280-5555 (TTY:711)**
Arizona: **(844) 200-8194 (TTY:711)**
Texas: **(844) 200-8167 (TTY:711)**


8 a.m. to 8 p.m., 7 days a week (October 1 – March 31)
8 a.m. to 8 p.m., Monday – Friday (April 1 – September 30)

H3706_MP113_2022_C
H6062_MP113_2022_C

www.GlobalHealth.com

Please do not enter confidential information about your health while sending an e-mail.



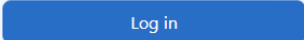


Two-factor authentication

Your login is protected with a code sent to your registered email account. Please check your email and enter the code below. If you do not receive your email after 10 minutes, please check your spam or junk folder.

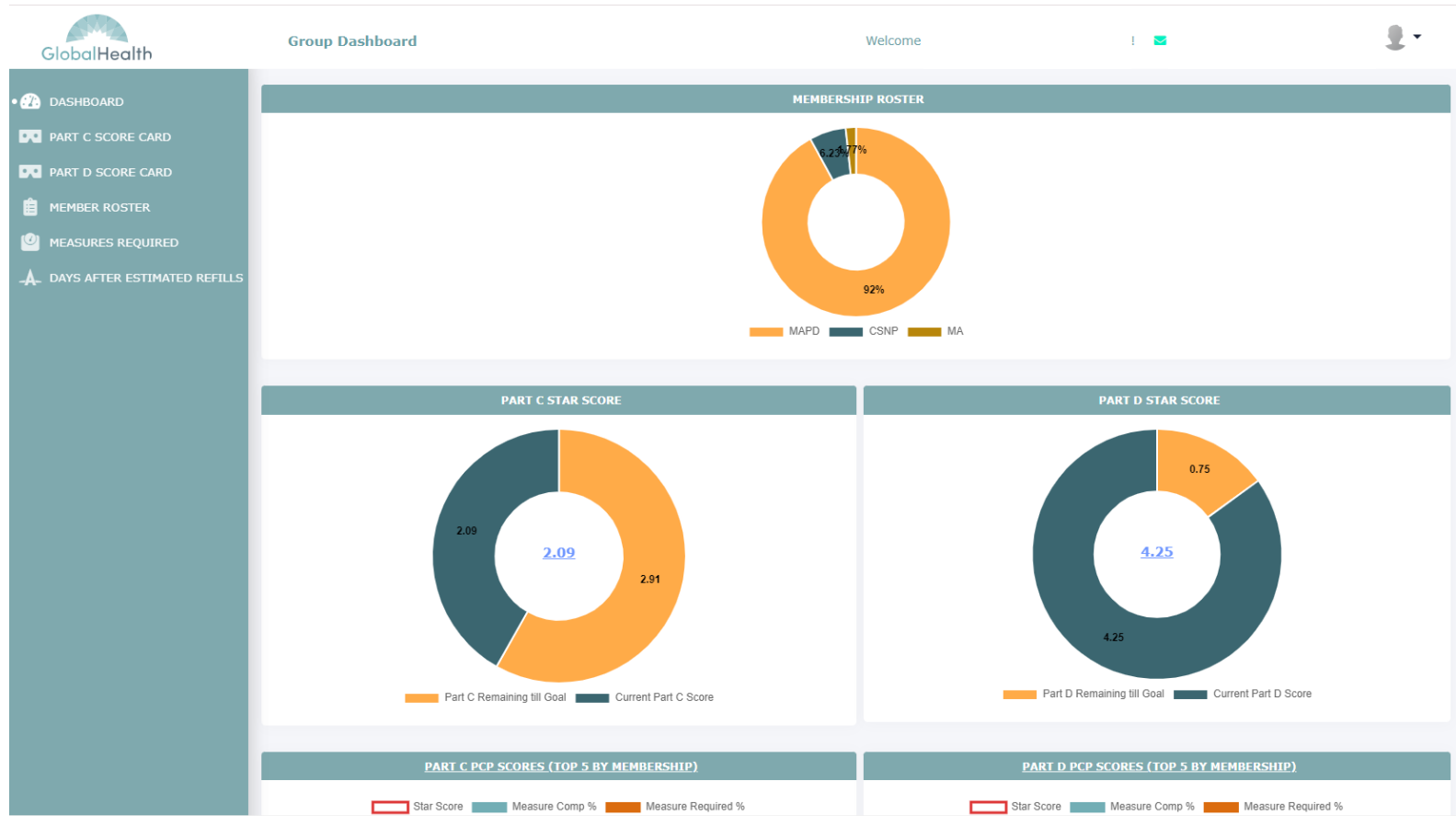
415056

Log in

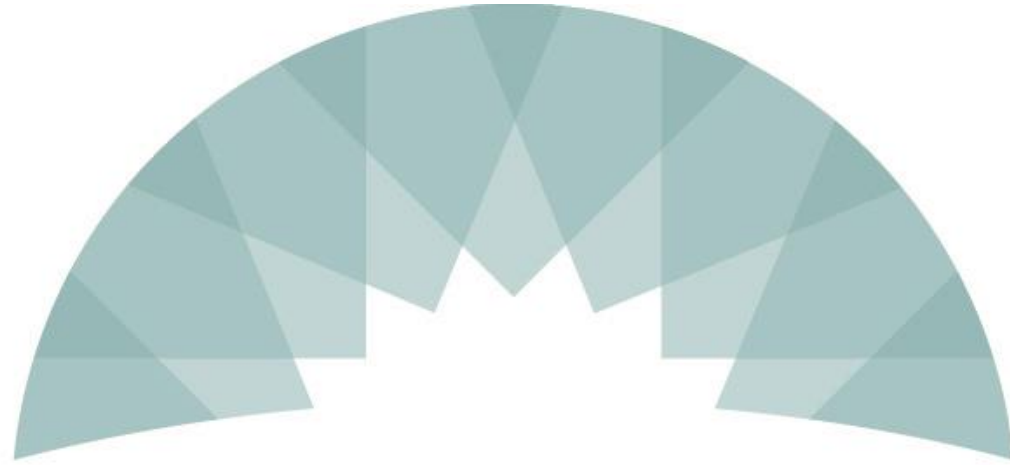
- Click the  button

New User Registration

- After completing the Two Factor Authentication step, you will be able to access the Quality Portal.
- The 'home' screen is the 'Dashboard' and will look like this:



- Please note that data is restricted based on the role approved by the StarsLeadership@GlobalHealth.com team.



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