



GlobalHealth

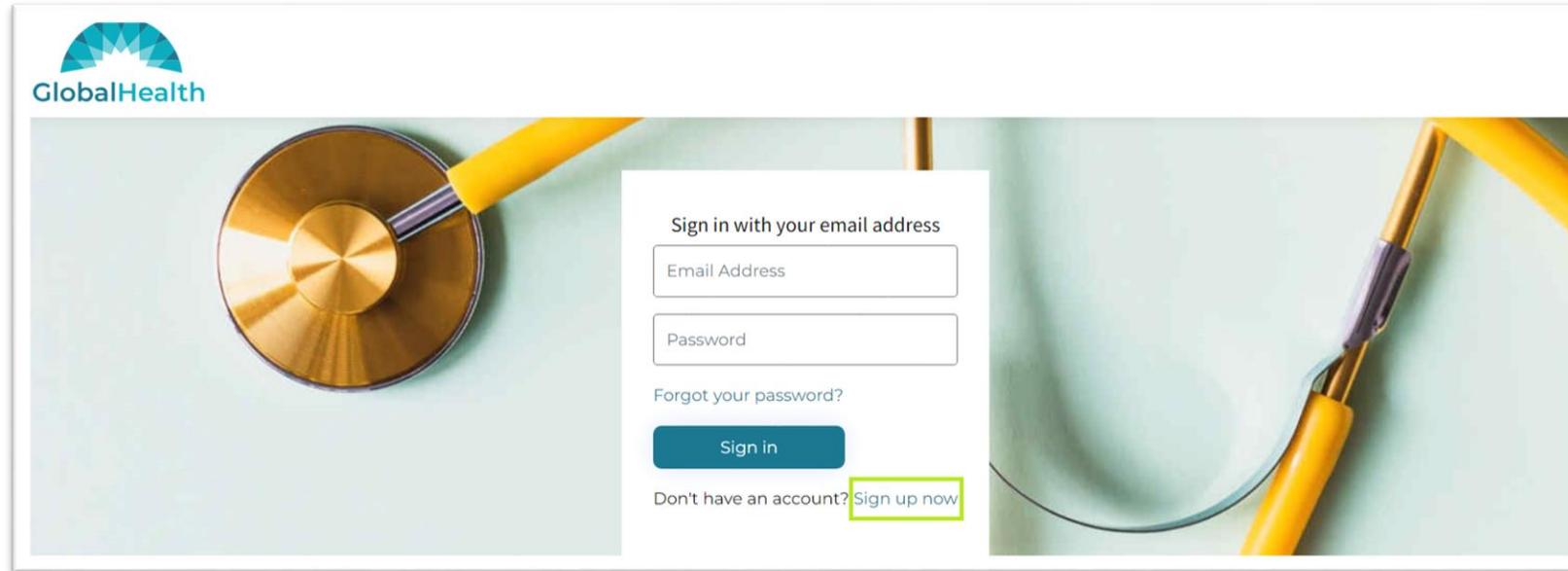
Quality Portal – External User Registration

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

Update Date – 08/16/2023

New User Registration

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



New User Registration

- Click on the “Sign up now” link present below the  button.

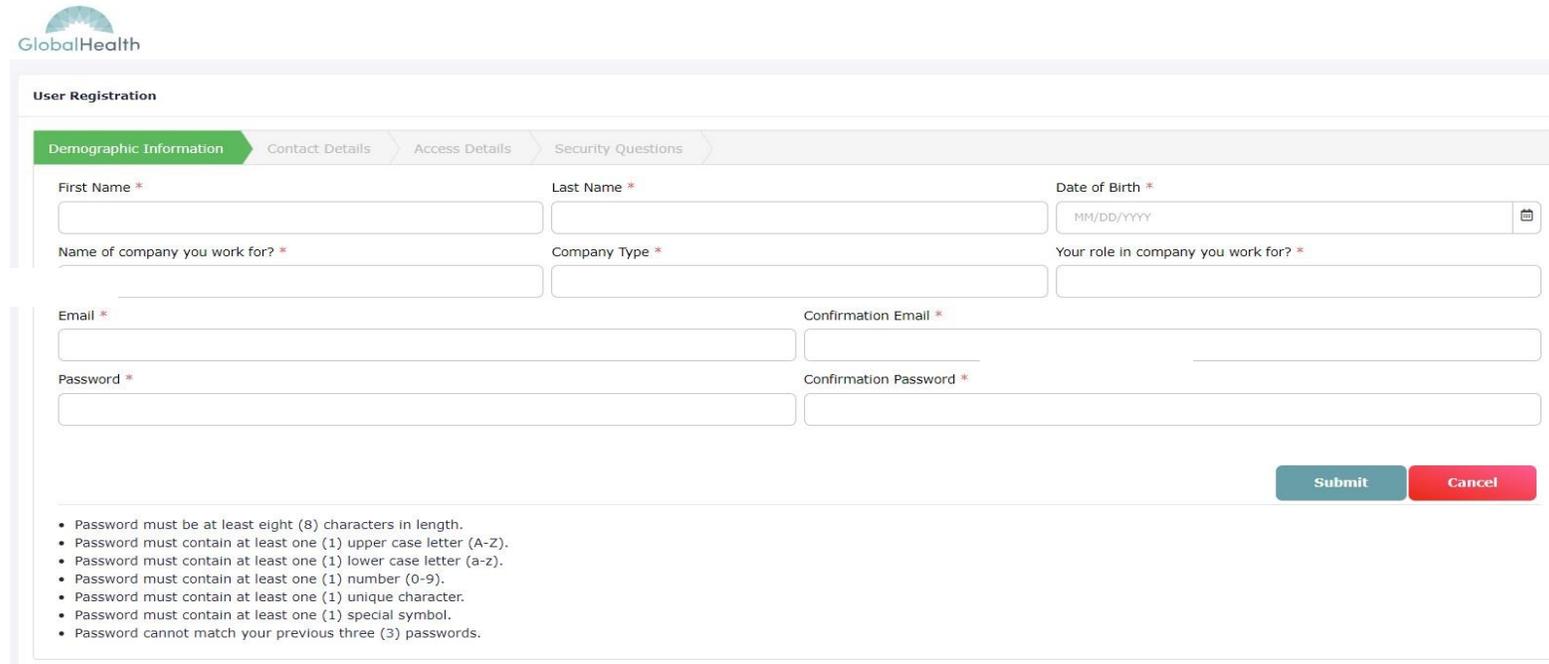
Sign in with your email address

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

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.



The screenshot shows the 'User Registration' page for GlobalHealth. The 'Demographic Information' section is active, with other sections like 'Contact Details', 'Access Details', and 'Security Questions' visible as tabs. The form includes fields for First Name, Last Name, Date of Birth (with a calendar icon), Name of company, Company Type, and Your role in company. Below these are fields for Email and Confirmation Email, and Password and Confirmation Password. A 'Submit' button and a 'Cancel' button are at the bottom right. A list of password requirements is at the bottom left:

- 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.

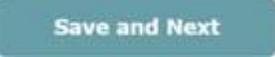
[https://qualityportal-qa.globalhealthportals-dev.com/registration/\[REDACTED\]](https://qualityportal-qa.globalhealthportals-dev.com/registration/[REDACTED])

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

www.GlobalHealth.com

CONFIDENTIALITY NOTICE: This e-mail, and any files or attachments, may contain confidential and/or privileged information for the use of the designated recipients named above. Any unauthorized review, use, disclosure or distribution is strictly prohibited and possibly a violation of federal or state law and regulations. If you have received this information in error, please notify the sender immediately by return email and destroy all copies of the email (and attachments if any).

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

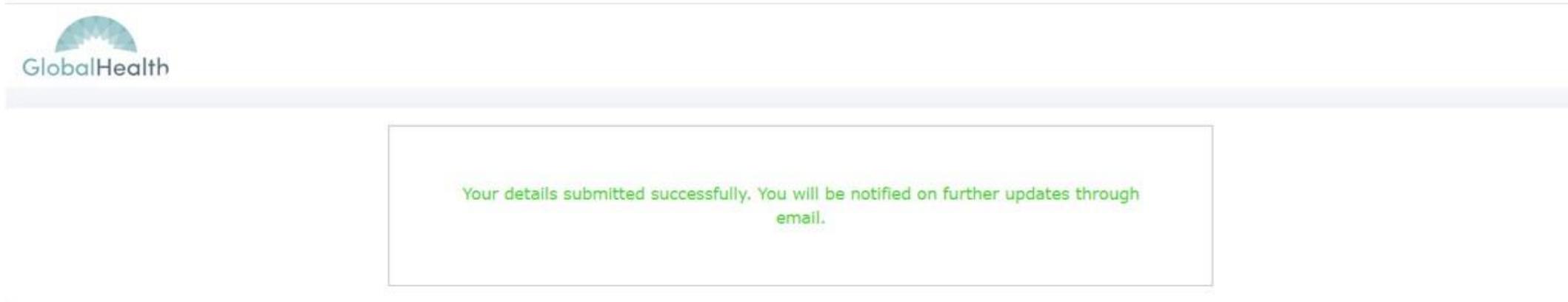
- This will direct you to the Access Details screen.
- Select the Role and Access Rights you require.
- Click on the Submit button.

The screenshot shows the 'GlobalHealth' logo at the top left. Below it is the 'User Registration' header. A progress bar indicates three steps: 'Demographic Information', 'Contact Details', and 'Access Details', with 'Access Details' being the active step. The form contains two dropdown menus: 'Access required for which Role *' and 'Access Rights *', both currently set to '--Select--'. At the bottom right of the form are three buttons: 'Previous' (grey), 'Submit' (teal), and 'Cancel' (red).

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

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



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>

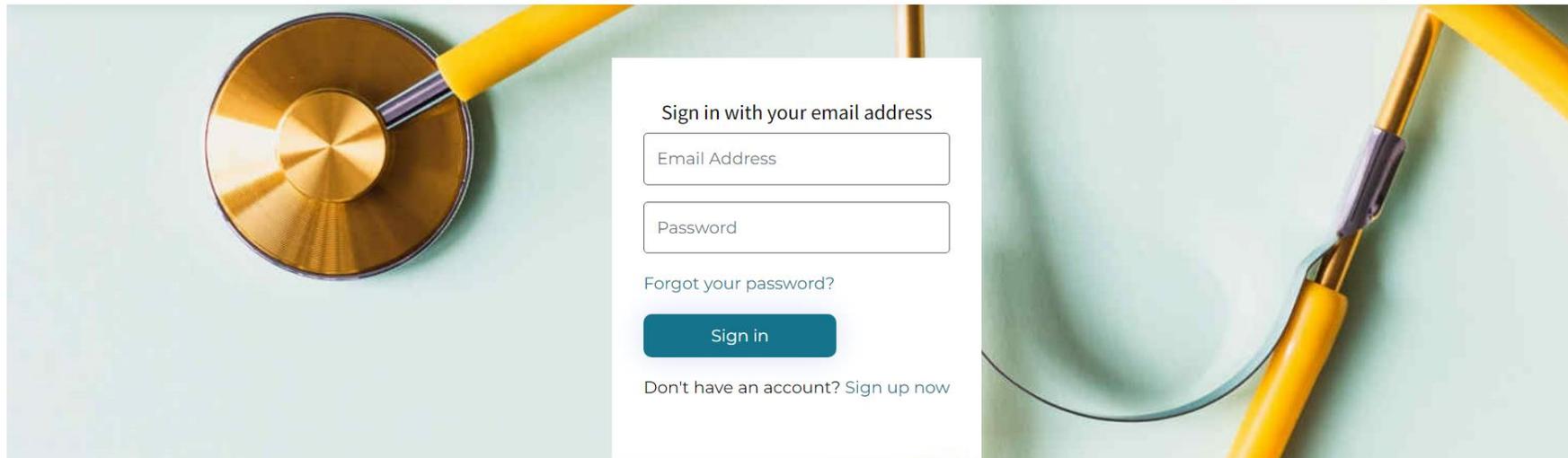
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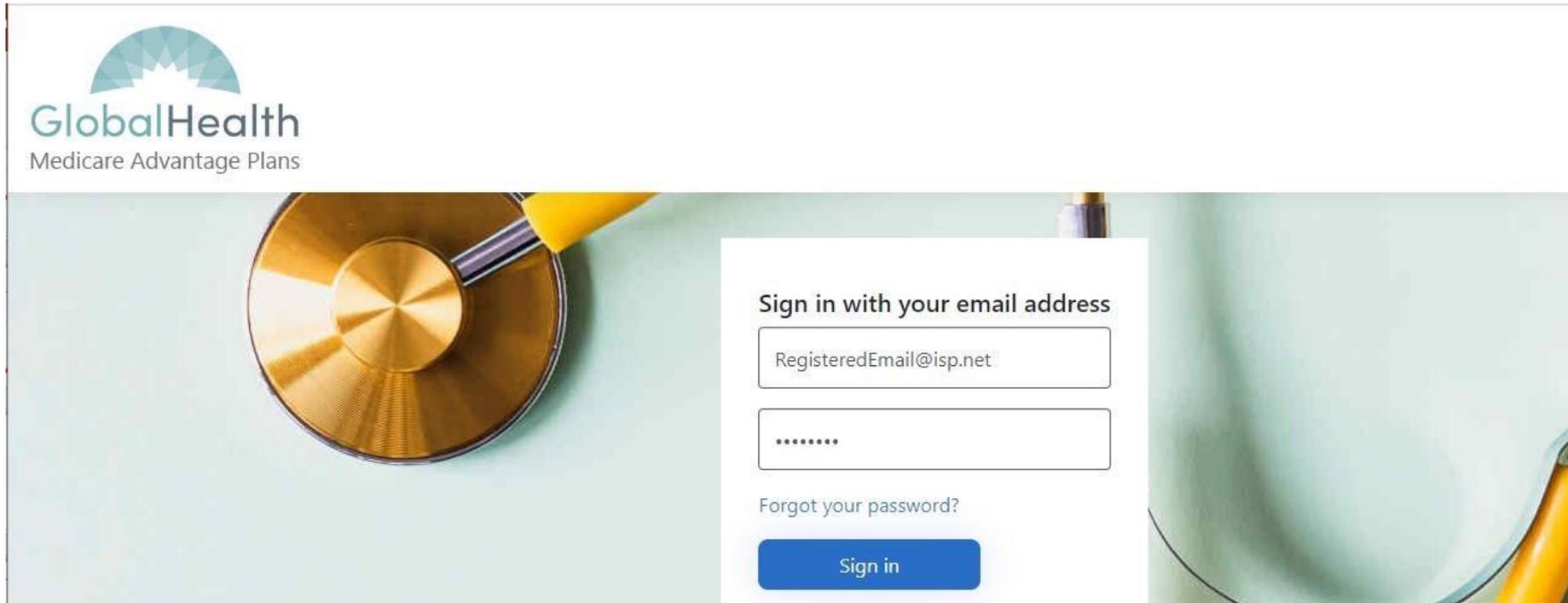
New User Registration

- You click on Quality Portal application link that is received in email or open the browser and enter the Quality Portal application URL.



New User Registration

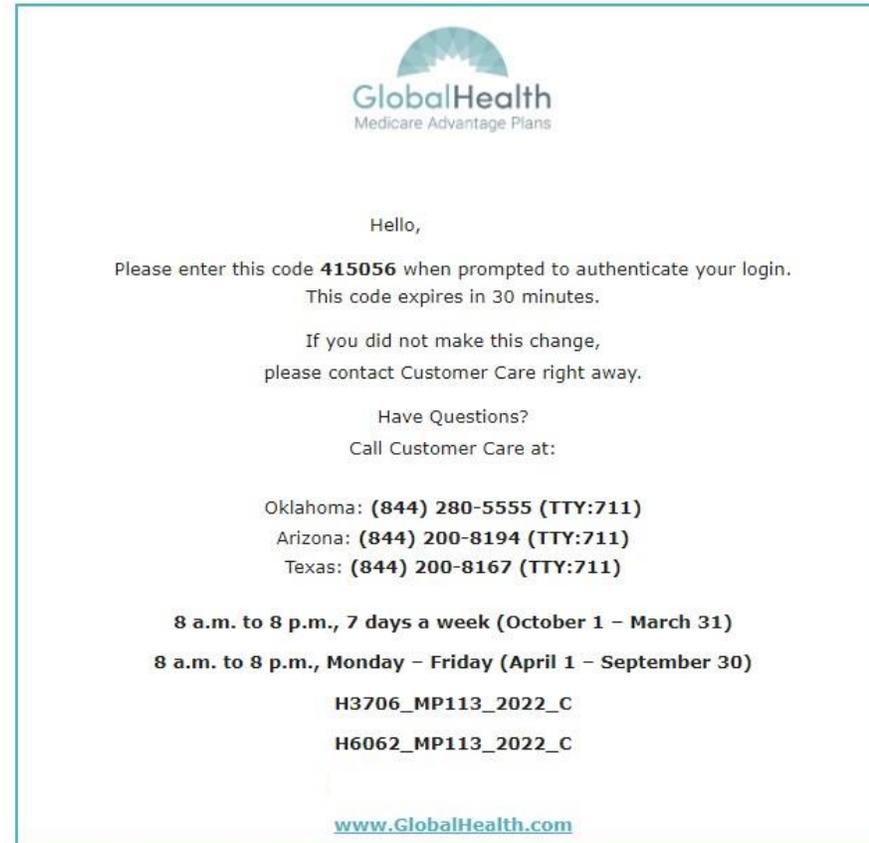
- In the box: enter the e-mail address that you used to register for your account on Slide 3.
- In the box: enter the password that you created for your account on Slide 3.



- Click the button

New User Registration

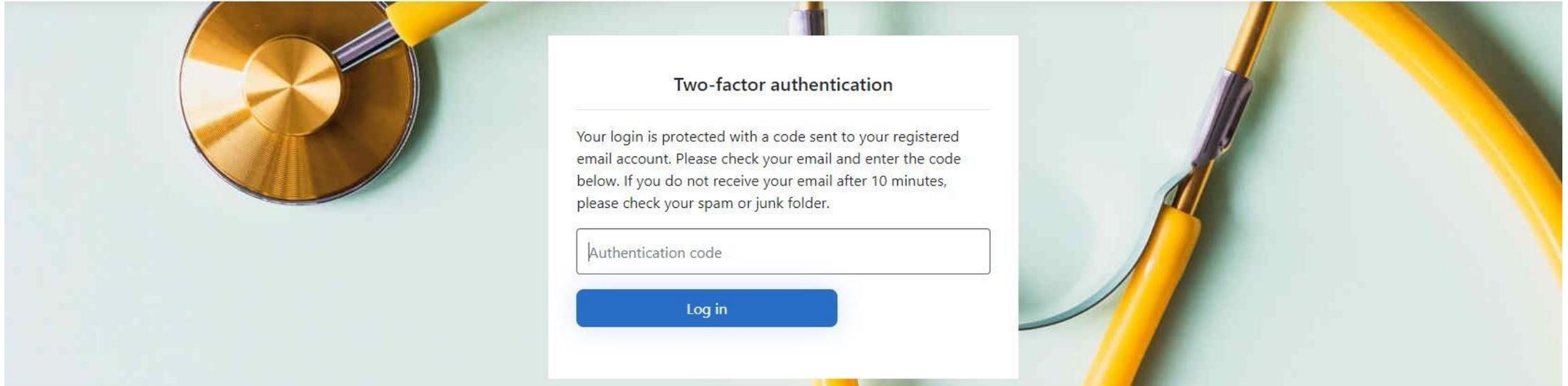
- GlobalHealth uses Two Factor Authentication to protect all member and provider information.
- The Quality Portal will send a confirmation code to the registered e-mail account from Slide 3.



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

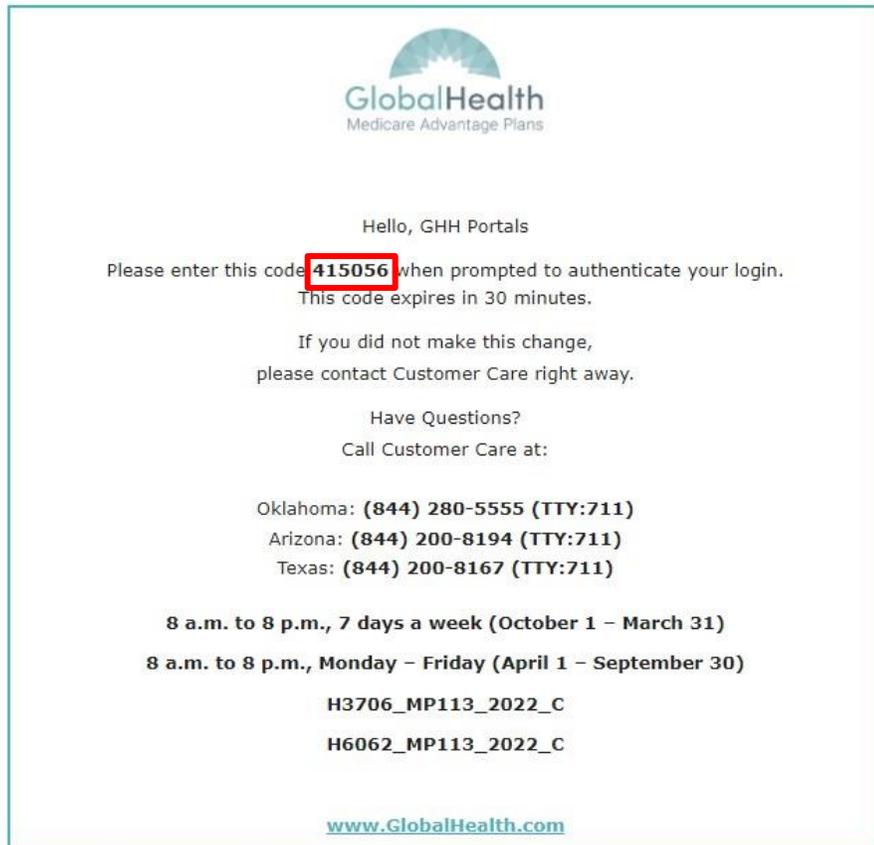
New User Registration

- 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:

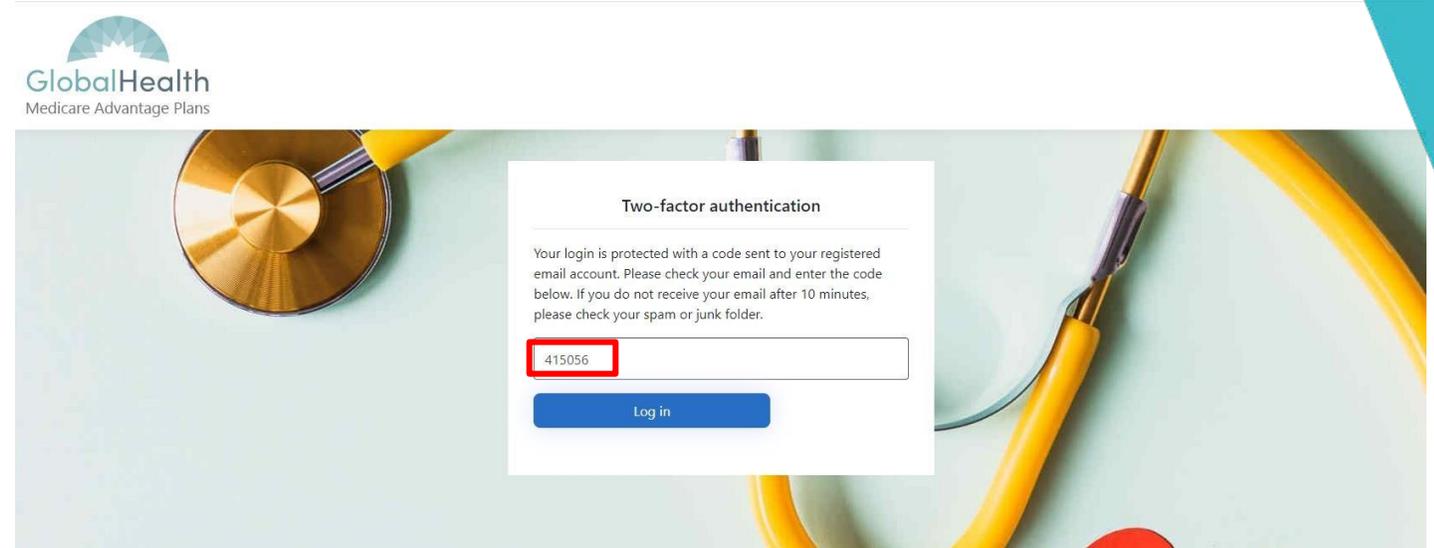
Oklahoma: **(844) 280-5555 (TTY:711)**
Arizona: **(844) 200-8194 (TTY:711)**
Texas: **(844) 200-8167 (TTY:711)**

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

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



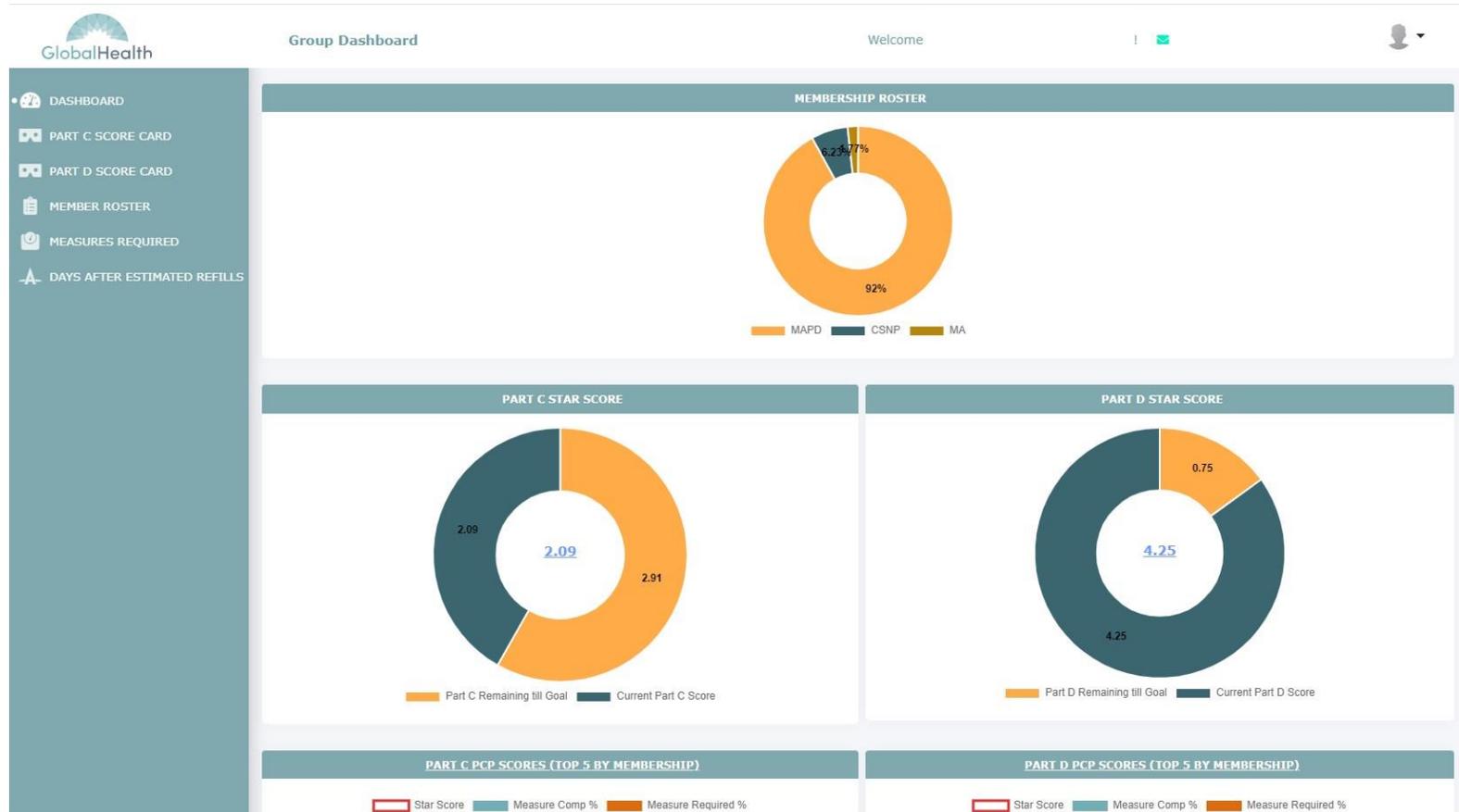

Two-factor authentication

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.

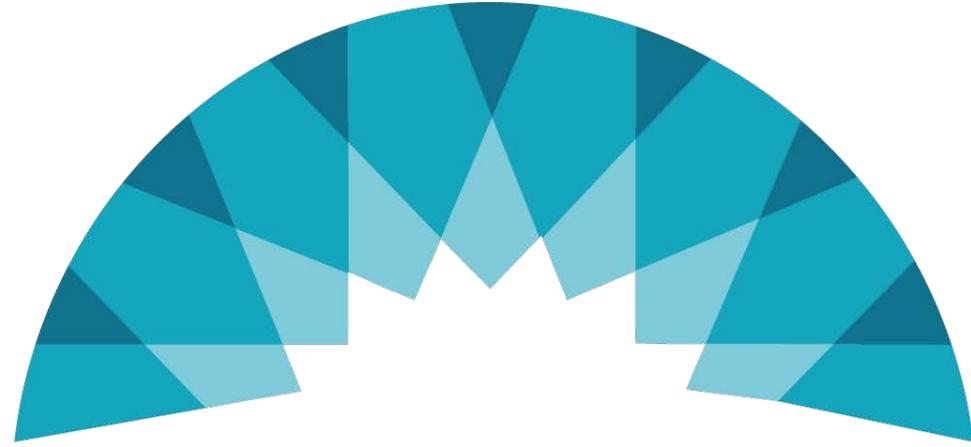
- Click the  button

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.



GlobalHealth