OPTUM®

San Diego Public Sector

OPTUM WEBSITE REGISTRATION

WELCOME TO THE NEW OPTUM SAN DIEGO WEBSITE

The registration is a two-step process:
1. **Optum ID registration form**
2. **Optum San Diego website registration form**

❖ **If you are a new user to Optum ID, please complete Part One: Optum ID Registration Form (Pg. 2).**

❖ **If you already have an Optum ID, please go to Part Two: Optum San Diego Website Registration Form (Pg. 4)**

❖ **If you already completed steps above (PART ONE and PART TWO), please proceed to (Part Three: Provider Portal (Pg. 5) to review your Provider Profile, complete the provider attestation and report your wait times**

❖ **If you would like further assistance with the registration process, please contact the Optum San Diego Support Desk at 800-834-3792 or sdhelpdesk@optum.com**

PART ONE: OPTUM ID REGISTRATION FORM

Go to www.optumsandiego.com and select the "**Register**" link which is located on the top right of each webpage. The link will take you to the first page of the **Optum ID registration**.

Sign In Information

Your Optum ID must have:
- 6 to 50 characters
- At least one letter
- No spaces
- No letters with accents
- None of these symbols % + " & [\ ] ^ ' { | } < > # , / ; ( ) : * = ~

Your Password must have:
- Between 8 and 100 characters
- At least 1 upper case letter
- At least 1 lowercase letter
- At least 1 number
- No spaces and no & symbol

Note: The Security Questions will be used for future password reset or username recovery.

Create an Optum ID

An Optum ID securely manages your account so that you can use one Optum ID and password to sign in to all integrated applications.

Already have an Optum ID? Sign in now

Profile Information

First name

Last name

Year of birth

Sign In Information

Your email address

Create Optum ID

Your Optum ID must have:
 6 to 50 characters
 At least one letter
 No spaces
 No letters with accents
 None of these symbols % + " & [\ ] ^ ' { | } < > # , / ; ( ) : * = ~

Create password

Your password must have:
 Between 8 and 100 characters
 At least 1 upper case letter
 At least 1 lowercase letter
 At least 1 number
 No spaces and no & symbol

Type password again

Security Questions and Answers

Security question 1
--Select--

Security answer 1

Security question 2
--Select--

Security answer 2

Security question 3
--Select--

Security answer 3

You must agree to the Terms of Use and Website Privacy Policy to use the Optum ID service. If you do not agree, click Cancel and do not use any aspect of the Optum ID service.

I Agree   Cancel

Once you submit the Registration Form, the next step is verifying your email address.

1. Check your email inbox for your **verification email**.

    - If you haven't received the verification email in your inbox, check the spam folder.
    - If you haven't received an email after a few minutes, click on **Resend email** on the Email Verification page.
    - Still haven't received an email? Click on **Update email address** to check your email address or to use alternate email address.

2. Click on the **Activate my Optum ID** link located in the email. This link will take you to a webpage to verify your email.

3. Once you have verified your account, click on **Continue** to forward to the **Optum San Diego website Registration form**.

OR

4. If the email link fails, click on the **enter the 10-digit activation code** field on the Email Verification webpage.

5. Copy the **Activation Code** from the email and paste it into the 10-Digit Activation Code field. Click on **Next**. You will be forwarded to the **Optum San Diego website registration form**.

PART TWO: OPTUM SAN DIEGO WEBSITE REGISTRATION FORM

1. The Login link is on the top right of every page.

2. Sign in with your Optum ID

3. On the **Registration** page, check the **FFS Provider User** box and enter your **NPI Number**.

4. Continue on the Registration page and enter your **Provider Name**, check the **Access to Attestation** box if needed, and enter the **FFS Verification Code** previously provided in the "Optum San Diego Website Provider Registration" letter. Click on **Register** to complete the process.

5. This Registration information is forwarded to the Optum Support Desk to confirm you are authorized to have access to the secure site. Your request will be processed within one business day.

6. You will receive an **email** from the Optum San Diego Support Desk once your account has been activated.

- *For assistance with the Optum website registration process please contact the Optum San Diego Support Desk at 800-834-3792 or sdhelpdesk@optum.com*
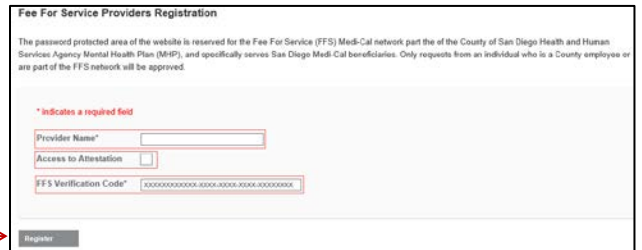

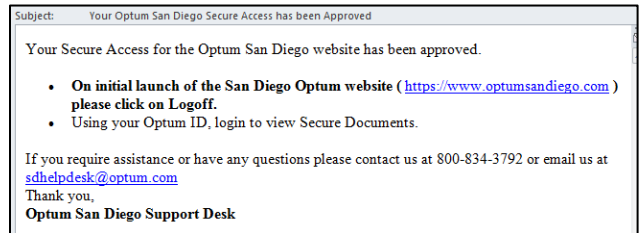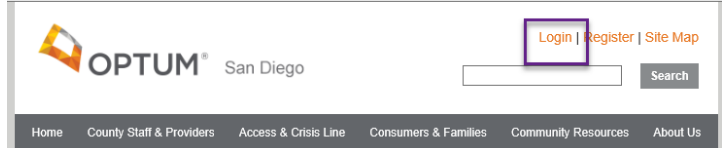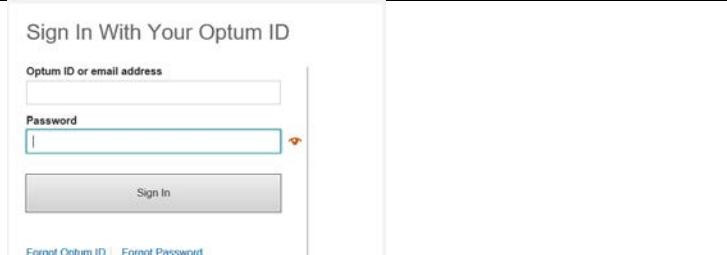On initial launch of the website please **Logoff** then **Login** to view Secure Documents.
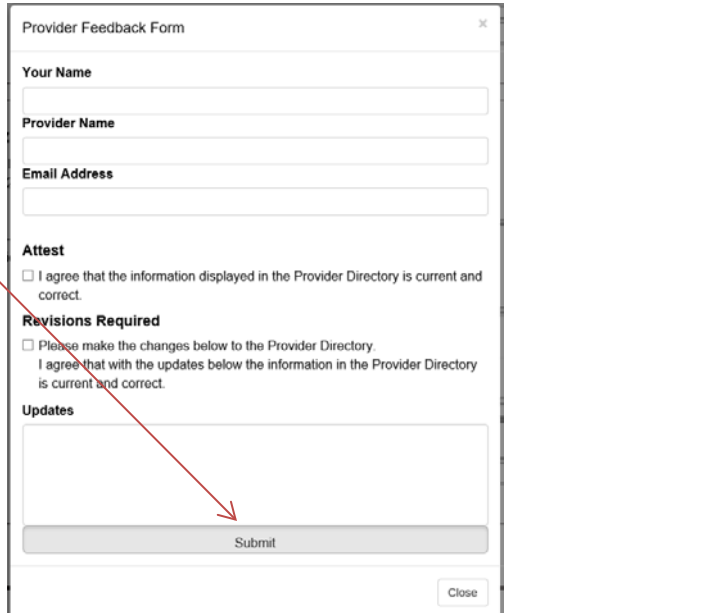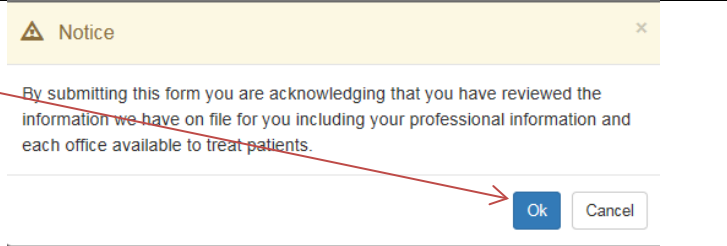
PART THREE: PROVIDER PORTAL

Go to www.Optumsandiego.com Click on Login at the top right of the page	OPTUM® San Diego Login | Register | Site Map Search Home County Staff & Providers Access & Crisis Line Consumers & Families Community Resources About Us
Please sign in using your Optum ID and Password	Sign In With Your Optum ID Optum ID or email address Password Sign In Forgot Optum ID | Forgot Password
Click on the link to the Provider Profile Attestation.	Fee For Service Provider | Optum San Diego To complete the semiannual Provider Profile attestation, report Wait Time(s) and access mechanisms for comn below: https://sdoh-tres.uhc.com/Public/findaprovider.aspx As the Administrative Service Organization (ASO) for the County of San provider's information can be accessed, reviewed and updated. The services we offer on this site will continue to be enhanced allowing
At the bottom of the page, please find the Attestation and Report Wait Times buttons.	Attest or Revise your Profile Report Wait Times
Please click on the "**Attest or Revise your Profile**" button and the following Provider Feedback Form will pop up. Once the form is completed, please click **Submit** at the bottom of the page.	Provider Feedback Form ✕ Your Name Provider Name Email Address **Attest** ☐ I agree that the information displayed in the Provider Directory is current and correct. **Revisions Required** ☐ Please make the changes below to the Provider Directory. I agree that with the updates below the information in the Provider Directory is current and correct. **Updates** Submit Close
After reviewing the notice, please click **OK**.	⚠ Notice ✕ By submitting this form you are acknowledging that you have reviewed the information we have on file for you including your professional information and each office available to treat patients. Ok Cancel