

## How to Manage Organizations:

The Manage Organizations Page allows you to add various organizations you wish to manage electronically and add/manage email addresses and types of notifications you would like to receive when items are available on the Web Portal.

The following is an example of an account that has multiple organizations managed under one username and password:

**Official Nebraska Government Website**

**NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL**  
 Department of Health and Human Services Claims Portal

[Help/Support](#) [Log Out](#)

**YOUR CLAIMS DOCUMENTS**

**Welcome**  
 Latest news and updates from DHHS!  
[View Welcome Page](#)

**Open Claims**  
 Claims that have recently been created can be viewed, filled out, and submitted here.  
[View Open Claims](#)

**Submitted Claims**  
 Claims that have previously been submitted can be viewed and downloaded here for your reference.  
[View Submitted Claims](#)

**EOPs (Explanation Of Payments)**  
 Explanation of Payments generated for your organization can be viewed here.  
[View EOPs](#)

**Authorization Notices**  
 Authorization Notices generated for your organization can be viewed here.  
[View Notices](#)

**Manage Organizations**  
 Add additional organizations to this account to view and submit their documents (Org ID and PIN required).  
[Manage Orgs](#)

### MANAGE ORGANIZATIONS

- Add additional organizations to your account
- Remove organizations from your account
- Manage email notifications for:
  - Open Claims
  - EOPs
  - Authorizations

To add new organizations enter the Org ID and PIN that was provided to you and select "Add Organization". You can remove organizations you no longer control by selecting the "Remove" button next to that organization. Occasionally PIN numbers can change. If this occurs the Organization will be listed as invalid and you will not be able to submit claims. To resolve the problem "Remove" the invalid organization and add it again using the new PIN provided to your organization.

Organization Name	ID		
PARKVIEW SERVICES LLC	96246122	<a href="#">Notifications</a>	<a href="#">Remove</a>

Add An Additional Organization

Org ID:  PIN:  [Add Organization](#)

**Note:** If you only have one organization managed in your account, you will only see one organization on this page.

If you would like to add a new organization to your account, enter the Organization ID Number and PIN Number that were provided in your Registration Letter and press the **Add Organization** button.

Add An Additional Organization

Org ID:  PIN:

If you would like to remove organizations you no longer wish to control in your account, press the **Remove** button next to the name of the organization you wish to remove.

Organization Name	ID		
PARKVIEW SERVICES LLC	96246122	<input type="button" value="Notifications"/>	<input type="button" value="Remove"/>



\*Occasionally PIN numbers can change if they were reset by DHHS.

**Please Note:** DHHS will only reset a PIN Number if it was requested by the organization. If a PIN Number was changed for an organization you manage in your account, the organization will be listed as **invalid** and you will not be able to submit claims. To resolve the problem, **remove** the invalid organization and add it again using the new PIN provided to your organization.

## How to Add and Manage Notifications for your Organization:

If you would like to receive email notifications of new items available to your organization on the Web portal:

1. Click on the **Notifications** next to the organization you want to manage.

**Please Note:** Once you have elected to add notifications for your organization, you will receive one email per day letting you know you have new items (Claims, EOPs or Service Authorizations) on the Web Portal for viewing.

Organization Name	ID		
PARKVIEW SERVICES LLC	96246122	<input type="button" value="Notifications"/>	<input type="button" value="Remove"/>



2. Select the type of notification (**New Claims, New EOPs, New Authorizations**) you wish to receive and enter the email address(es) to which you would like to have notifications sent. You can add

as many email address as you wish to. Once you have entered this information, click **Add Recipient** and then click **Save**:

**Manage Notifications** [x]

Notification Types:

- New Claims
- New EOPs
- New Authorizations

**Current Recipients**

sam.sample@yahoo.com	Remove
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Add Recipient

Email:  Add Recipient

Save Cancel

3. You can remove recipients by clicking on **Remove** next to the email address you wish to remove and then click **Save**:

**Manage Notifications** [x]

Notification Types:

- New Claims
- New EOPs
- New Authorizations

**Current Recipients**

sam.sample@yahoo.com	Remove
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Add Recipient

Email:  Add Recipient

Save Cancel