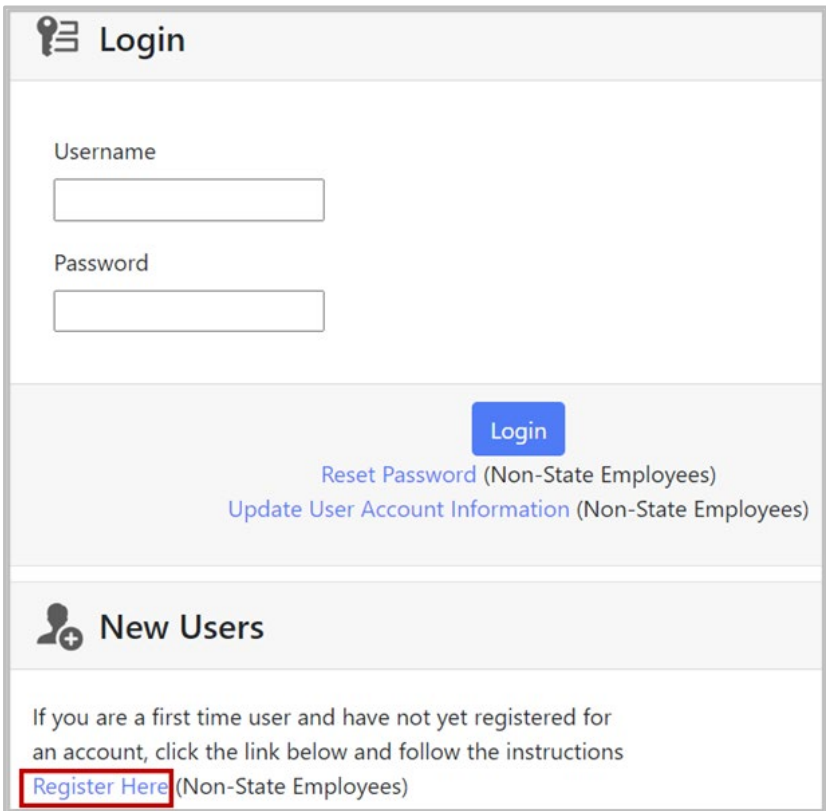## How to Register for an Account and Log In

To use the online claims processing site, you must have internet access and a registration letter containing your organization's ID and Personal Identification Number (PIN).

Step #	Description
1.	From your internet browser, go to https://cfsprovider-dhhs.ne.gov/
2.	To register for a new account, click the **Register Here** link. **Login** Username Password Login Reset Password (Non-State Employees) Update User Account Information (Non-State Employees) **New Users** If you are a first time user and have not yet registered for an account, click the link below and follow the instructions Register Here (Non-State Employees)

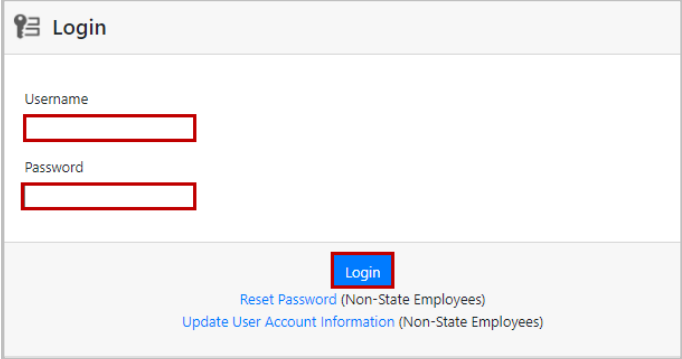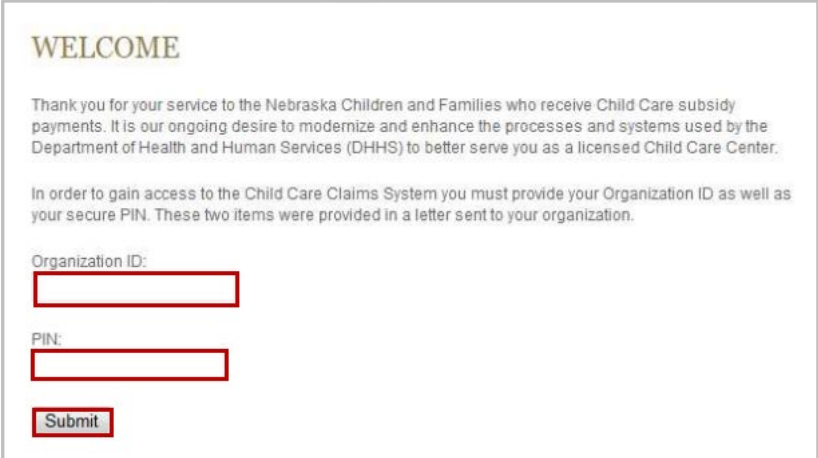| 3.	The **New Account Registration** page displays. Complete all the fields on this page and then click the **Register Account** button. **Note:** Click the **Field Requirements** link to view field, username, and password requirements. NEW ACCOUNT REGISTRATION * Required User Information Field Requirements First Name * Last Name * Email Address * Confirm Email * Login Information Username * Password * Confirm Password * Password Rules Password reminder questions Question One * Select a security question... Your Answer * Question Two * Select a security question... Your Answer * Question Three * Select a security question... Your Answer * Register Account
4.	After you complete the account registration, a message displays stating that your account has been created, and you will be redirected to the sign-in page.

How to Log In

Step #	Description
1.	From your internet browser go to https://cfsprovider-dhhs.ne.gov/
2.	Enter your **Username** and **Password**, then click **Login.**
3.	The first time you log in, you must enter your **Organization ID** and **PIN**. Enter the applicable data and then click **Submit.**
4.	Once logged in, you will be directed to the Provider Portal Dashboard.