

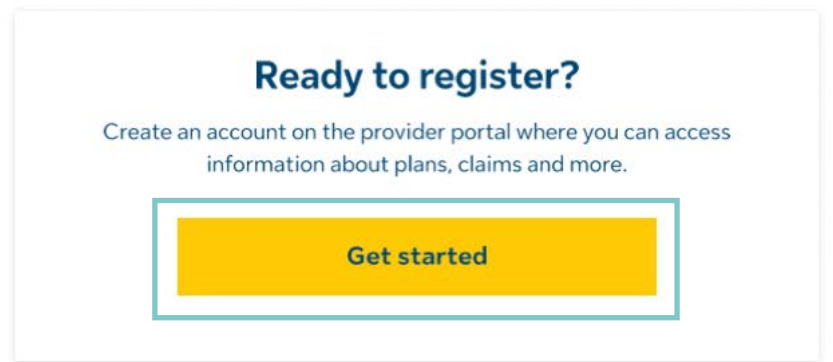
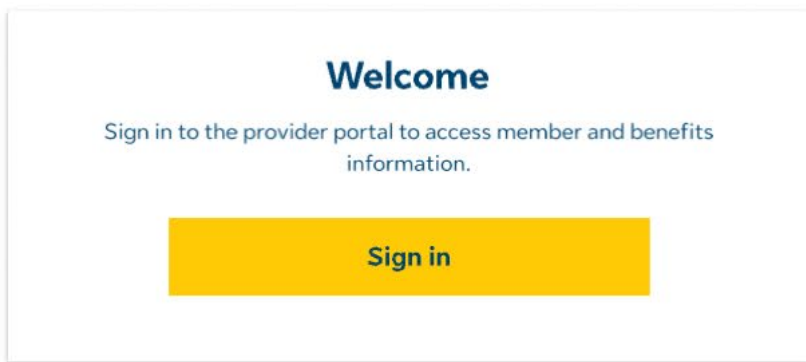
# Third-party administrator registration

Ready to register for the new provider portal?

Even if you have an existing account with Sun Life or DentaQuest, you'll have to reregister, but don't worry— it's easy!

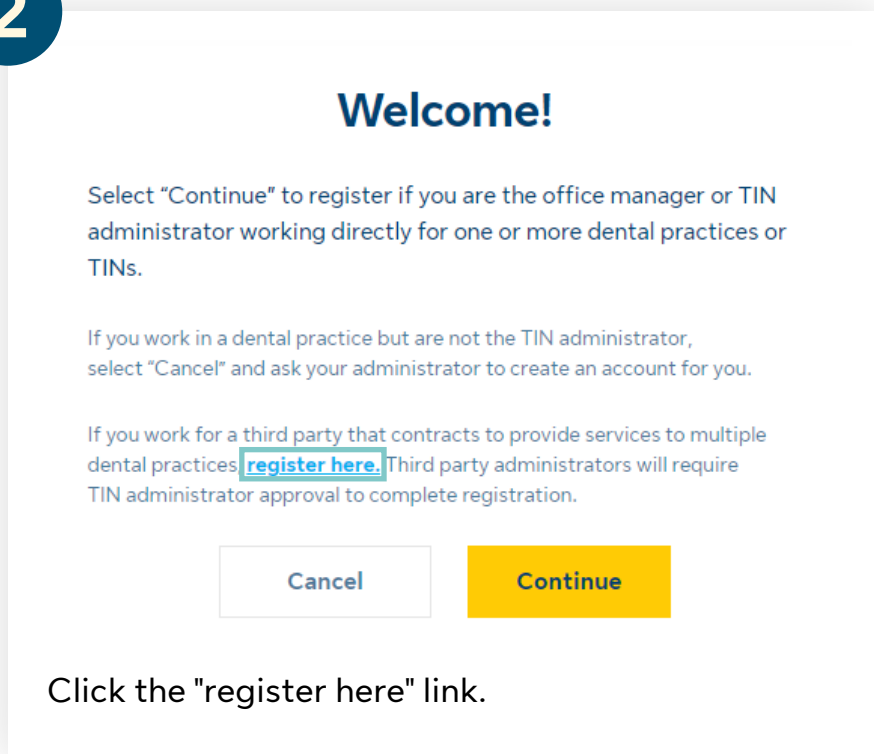
Follow the on-screen prompts or follow the instructions below!

1



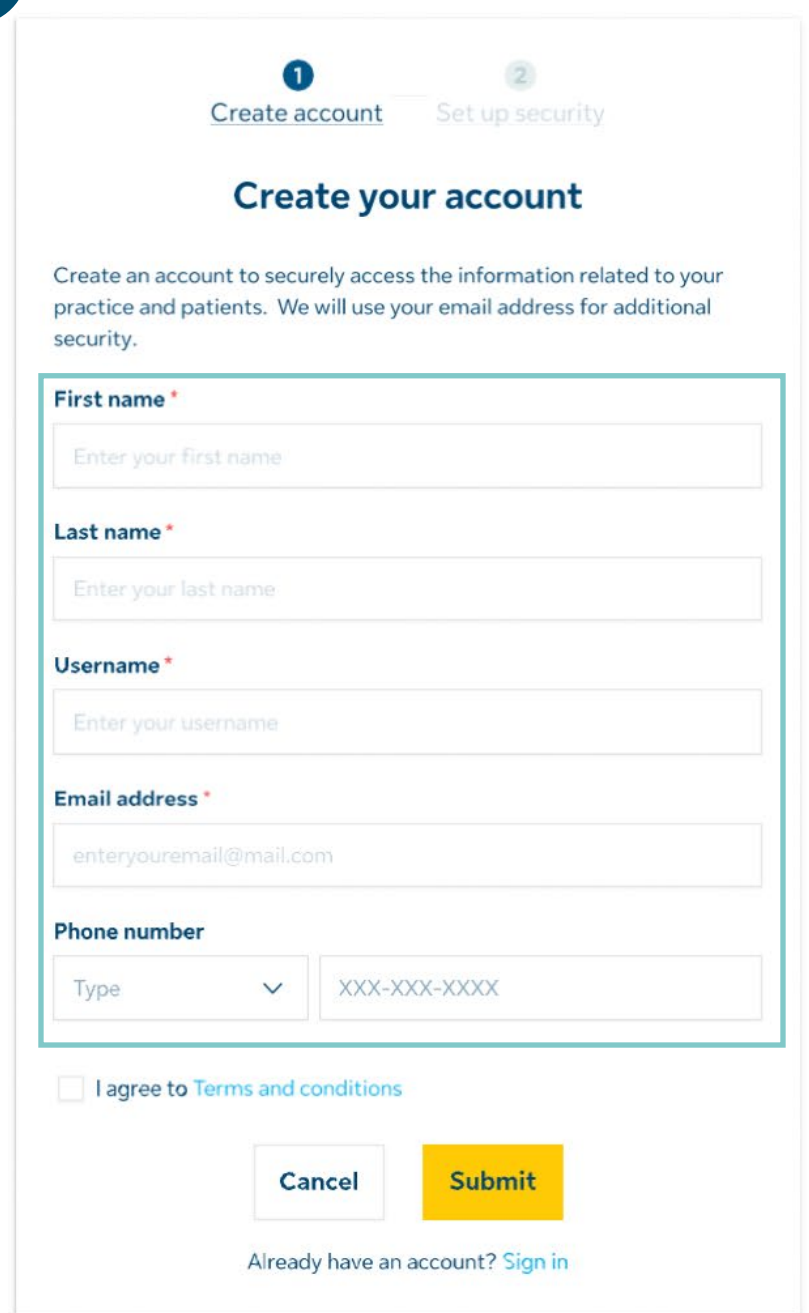
Navigate to the portal login page and click "get started" on the right.

2



Click the "register here" link.

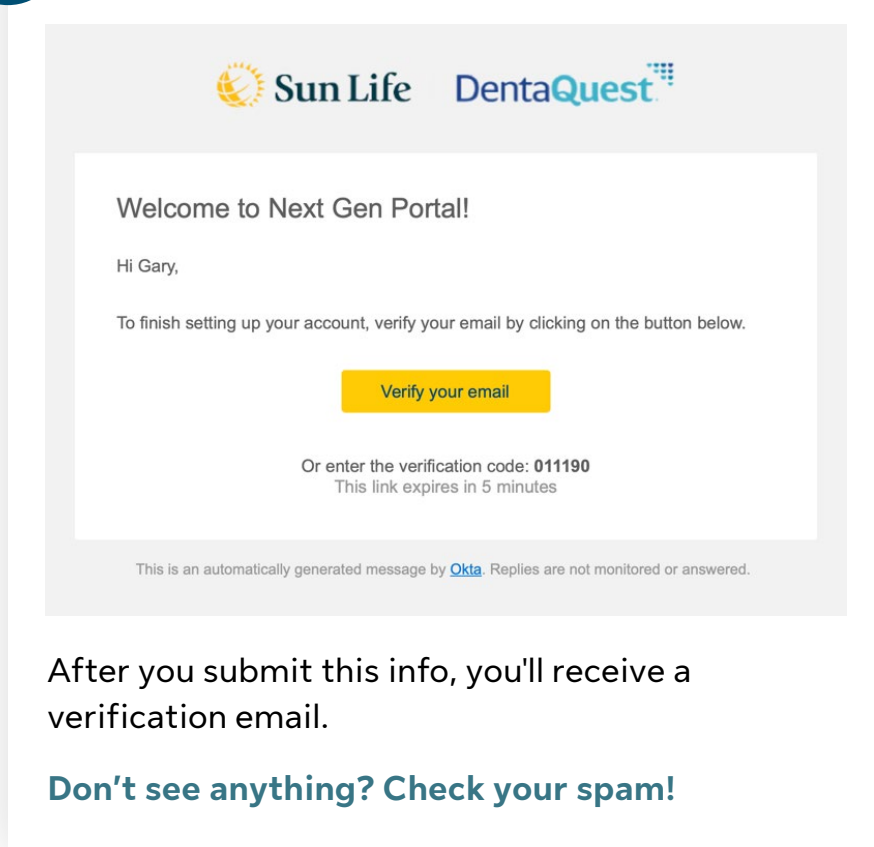
3



Now you'll need just a few key pieces of information to get started.

- Your name
- A new username
- An email address
- A phone number

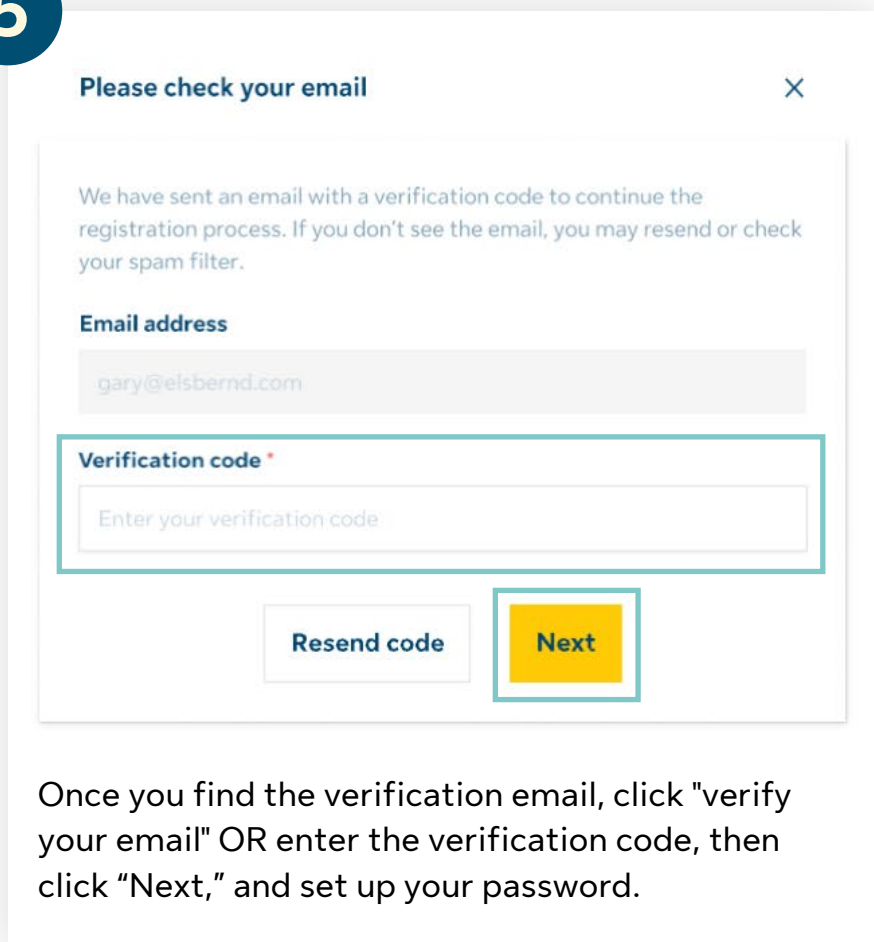
4



After you submit this info, you'll receive a verification email.

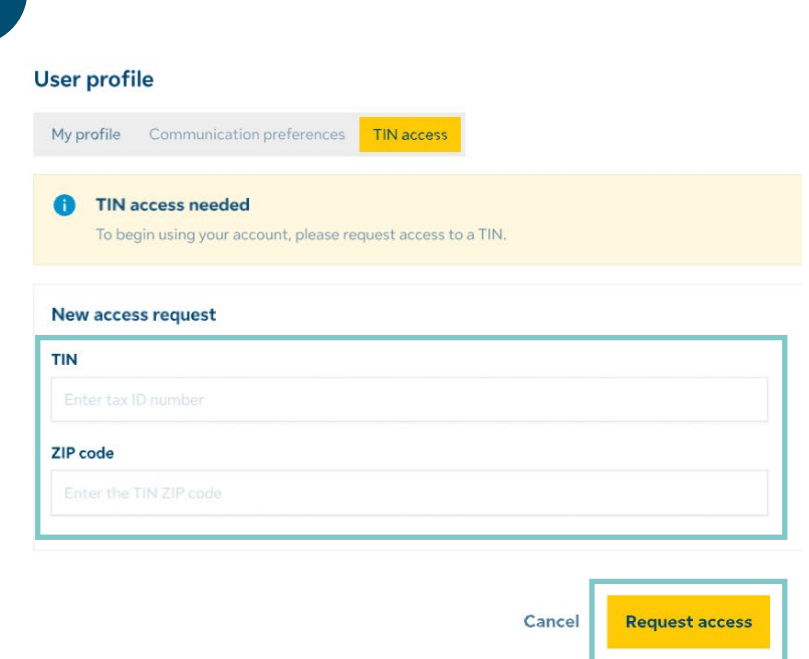
**Don't see anything? Check your spam!**

5



Once you find the verification email, click "verify your email" OR enter the verification code, then click "Next," and set up your password.

6



The final step to start enjoying your new portal is to request TIN access.

- Simply enter the TIN and zip code associated with your practice.
- And click "Request access".
- The TIN Admin will approve your access and you're set!
- Once you're granted access you can do this for multiple TINs.