

## New Portal Registration Guide

Welcome to the new EyeQuest Provider Portal! The new portal designates the first user to register as the account holder for any users under your tax ID. After the first user has claimed the main account, all additional accounts will need to be created as subaccounts following the Add New Users directions below. Before registering, please check with your team to determine the best person to register as the main account holder. We recommend using an email address that will be accessible in the event the main account holder leaves the practice.

To register your first account, navigate to <https://vision-providers.dentaquest.com/PWP/Landing> and click Register Now.



Returning Users

Username \*

Password \*

Login

[Forgot your user name or password?](#)

[New User?](#)  
**Register Now**

Welcome to our enhanced web portal!

Our portal is designed to make vision program management easier than ever for our members and providers.

**We continue to offer you the best in:**

- Streamlined claims and authorization entry
- Quick and easy member benefits and eligibility lookup
- Up-to-date payment information
- Find A Provider search

Select the **Payee Registration** option.

## Registration

You can register for the portal as one of the following entities. Select the entity that best fits your role.

### Payee

Register as a payee if you receive payment for adjudicated claims on behalf of one or more providers and/or locations. As a payee, you will have access to information for all of your associated providers and locations.

[Payee Registration](#)



### Location

Register as a location if you are administrative staff for an office or clinic location. As a location, you will have access to information for all of the providers associated with your physical location.

[Location Registration](#)

### Provider

Register as a provider if you work with only your own patients. As a provider, you will have access to your own information.

[Provider Registration](#)

A Payee Registration popup will generate. Fill in the Payee ID, Company Name, and your billing city, state and ZIP that we have provided for you. Enter your name, email, and then create a username and password. When you have filled in the required fields, click Create to create your account.

### Payee Registration

**Contact Information**

First Name

Middle Name

Last Name

Email

Confirm Email

**User Name and Password**

User Name

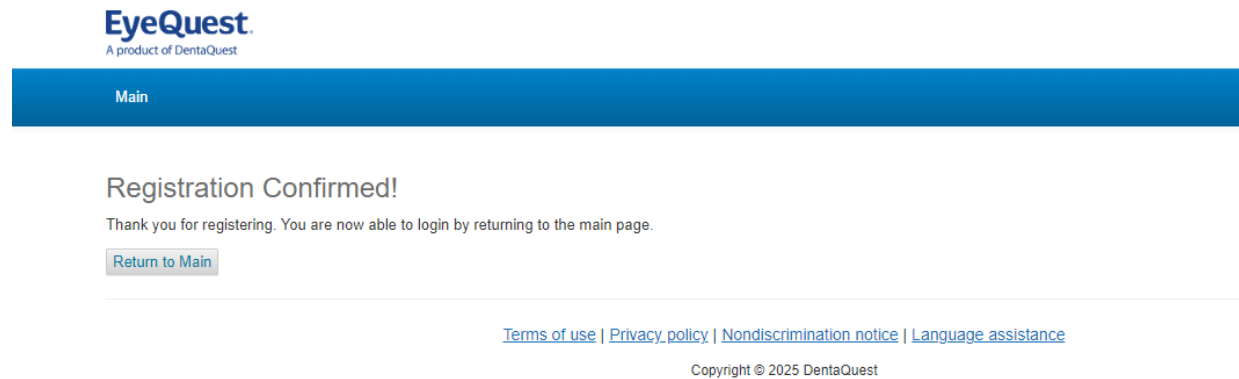
Password  Very Strong

- ✓ 1 alpha character.
- ✓ 1 numeric character.

# EyeQuest

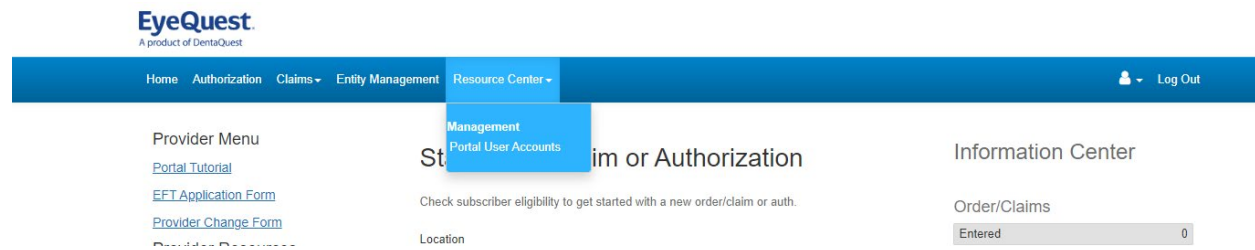
A product of DentaQuest

Once your profile is created, you will get a registration confirmation page. Click Return to Main to return to the login page and log in using your credentials.



The screenshot shows the 'Registration Confirmed!' page. At the top left is the EyeQuest logo with the tagline 'A product of DentaQuest'. Below the logo is a blue navigation bar with the word 'Main' in white. The main content area has the heading 'Registration Confirmed!' followed by the text 'Thank you for registering. You are now able to login by returning to the main page.' Below this text is a button labeled 'Return to Main'. At the bottom of the page, there are links for 'Terms of use', 'Privacy policy', 'Nondiscrimination notice', and 'Language assistance', followed by the copyright notice 'Copyright © 2025 DentaQuest'.

If you need to create subaccounts for other users at your practice, navigate to Resource Center>Management>Portal User Accounts.



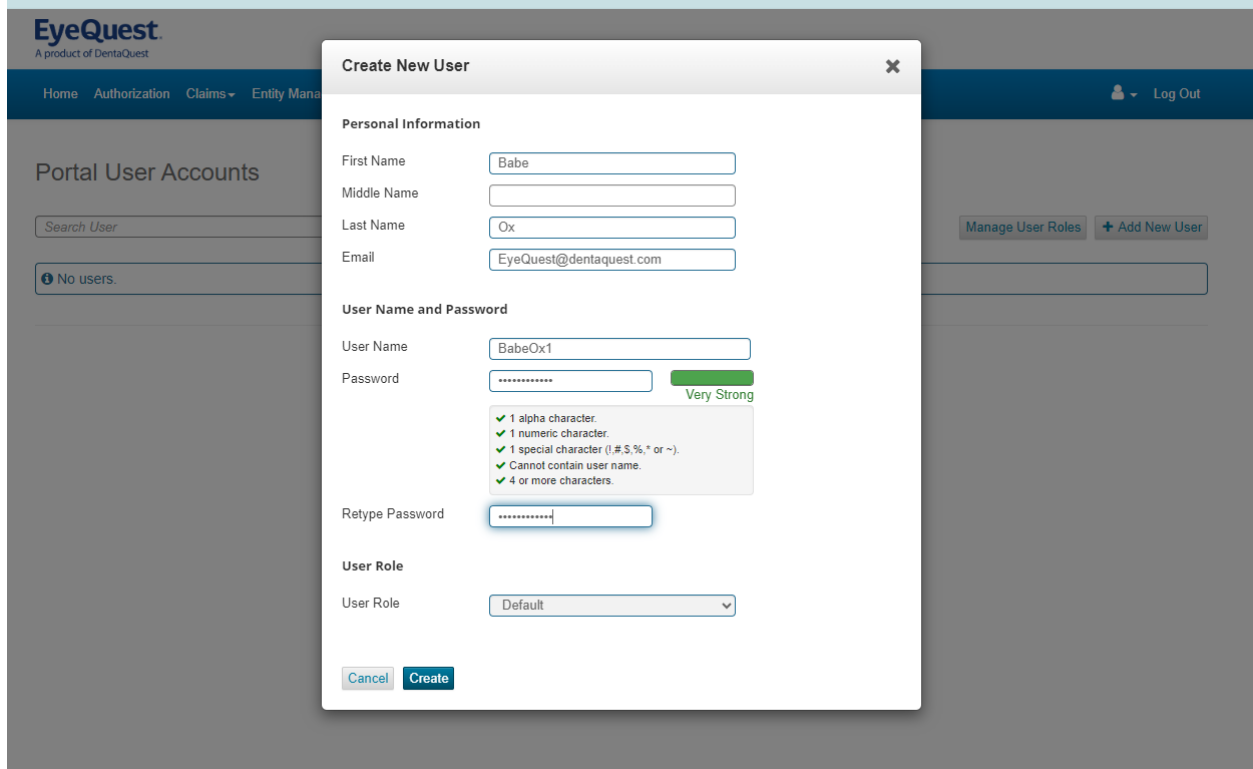
The screenshot shows the 'Resource Center > Management > Portal User Accounts' page. The top navigation bar includes 'Home', 'Authorization', 'Claims', 'Entity Management', and 'Resource Center'. The 'Resource Center' menu is expanded, showing 'Management' and 'Portal User Accounts'. The 'Portal User Accounts' section is active, displaying a search bar for 'Search User' and a '+ Add New User' button. The page also shows a 'Provider Menu' with links for 'Portal Tutorial', 'EFT Application Form', and 'Provider Change Form'. The 'Information Center' section shows 'Order/Claims' with a value of '0'.

Click Add New User to generate the Create New User popup.



The screenshot shows the 'Portal User Accounts' page. The top navigation bar includes 'Home', 'Authorization', 'Claims', 'Entity Management', and 'Resource Center'. The 'Resource Center' menu is expanded, showing 'Management' and 'Portal User Accounts'. The 'Portal User Accounts' section is active, displaying a search bar for 'Search User' and a '+ Add New User' button. The page also shows a 'Provider Menu' with links for 'Portal Tutorial', 'EFT Application Form', and 'Provider Change Form'. The 'Information Center' section shows 'Order/Claims' with a value of '0'.

Enter the user's name, email address, and create a unique username and password.



After the account has been created, you will return to the Portal User Accounts list with the new account appearing.

You can manage or edit the account as needed by selecting the Edit icon to the right, or if the user has left your practice you can delete their account with the X icon.

