How to Register

1. Send email to DentalGroupRequests@mutualofomaha.com requesting registration information and include the following details:
   - Name (Payee, Location, or Provider – based on how you would like to register).
   - Address (Payee, Location, or Provider – based on how you would like to register).
   - Tax Identification Number.
   - What type of Entity you would like to register as (Payee, Location, or Provider).

2. Select Register Now on Landing Page.

3. Select the type of Entity you would like to register as (Payee, Location, Provider – based on parameters outlined below).

   Select Entity
   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.

   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.

   Provider
   Register as a provider if you work with only your own patients. As a provider, you will have access to your own information.
Complete registration using details provided in registration email and Select Create.

a. Payee Registration

b. Location Registration

c. Provider Registration

Once complete you should see Registration Confirmed.

Registration Confirmed!

Thank you for registering. You are now able to login by returning to the main page.