Self-Registering Designated Netsmart EVV System Administrator Account

GA DCH

Date: February 9, 2022
Version: 1.0.0

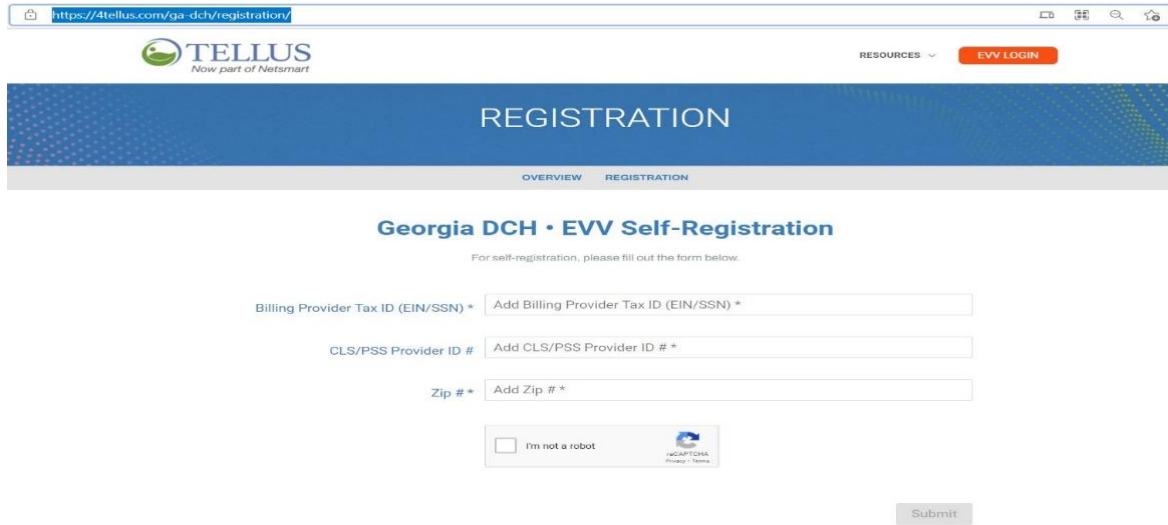# Contents

Prerequired Registration Data

Depending on the Payer and state you work in, you will need the following information to self-register your agency and the designated System Administrator account. Click on the name of your Payer to view the Self-Registration instructions:

State - EVV Payer	Prerequired Self Registration Data
GA – DCH Self-Registration	Billing Provider Tax ID (EIN/SSN)* CLS/PSS Provider ID #* Zip Code #*

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GA – DCH Self-Registration

1. Provider User navigates to the DCH Self-Registration web page, Registration - Tellus (4tellus.com).

2. Provider User enters their Provider Tax ID (EIN/SSN)*, CLS/PSS Provider ID #*, and Zip Code.

3. Provider User selects the "I'm not a robot" CAPTCHA box

4. Provider User selects "Submit" to display the Provider Information form.

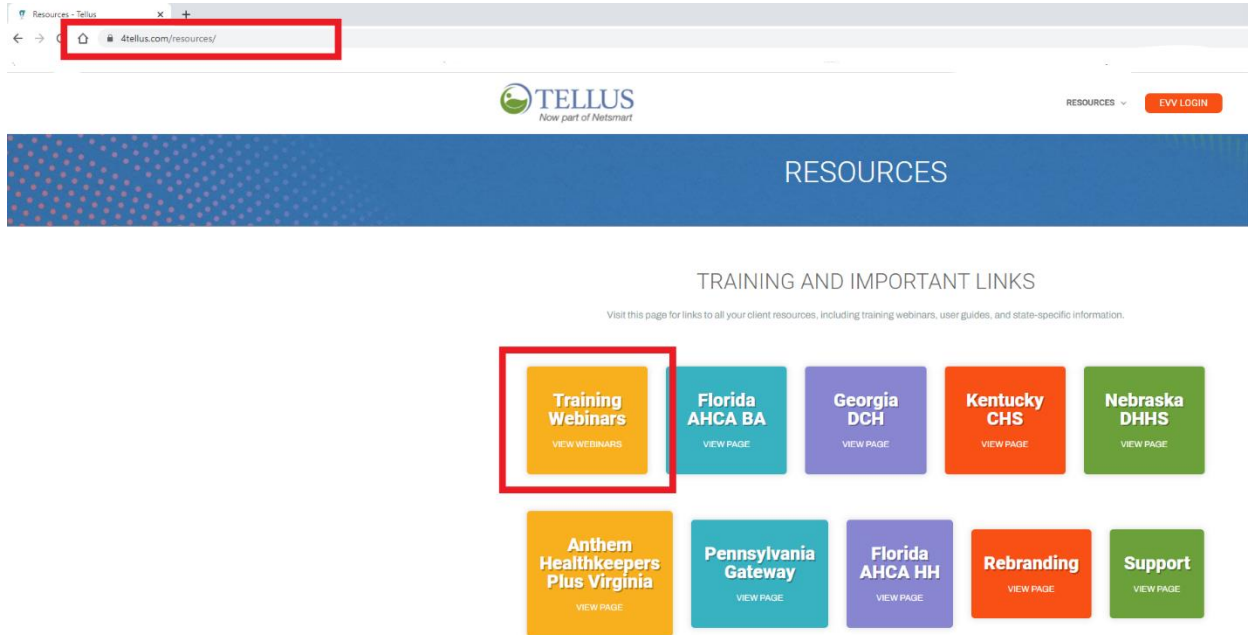5. Enter your agency's information in the Provider data form.

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6. Click "Submit."

7. If the provider runs into any issues while registering the provider must contact GA DCH:

    Primary: (833) 701-0012

    GAEVVSupport@Conduent.com

8. Provider User receives success message

9. An email will be sent from the email address "no-reply@ntst.com" to the Admin email address that was entered in the Provider Information form. The email will contain your User ID and Password. You will have 36 hours to activate the invitation by logging in to your Provider Portal; the invitation will expire after 36 hours.

10. If you do not see the email invitation, check your Spam or Junk email. Please follow the instructions provided in that email to complete your registration and access the application.

Post-conditions – Provider User is now able to log in to Provider Portal by clicking the following link, EVV Evv Dashboard (4tellus.net).

Alternate Path -Provider User may exit out of the Self-Registration at any time, resulting in no registration and the inability to log in to the Provider Portal.

If Provider User enters data in one or more of the given fields, resulting in an error message when selecting "Submit". Provider user must correct this error or contact the Netsmart Client Support Team, 833-483-5587.

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Overview for Getting Started

1. Once the Provider User is registered – it's time to get started! The Provider User navigates back to the Resources web page for training and important links, https://4tellus.com/resources/

1. Provider User clicks on "Training Webinars" and locates the training session applicable to the Provider User.

2. To register for a LIVE training session, click on "Register Now" and chose the date and time of the training session by clicking on the drop down under "This Webinar is offered several times. Select the date and time that works best for you".

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This webinar is offered several times. Select the date and time that works best for you.

| Wed, Jan 5, 2022 3:00 PM - 4:30 PM EST | ⌄ |

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This session is targeted to Agency Employees/Owners, Fiscal Agents and other System Administrators that will be using the Netsmart Administrator Console and Scheduler (Portal).
Attendees will learn how to access and log In to the Administrator Console and Scheduler, navigate the Dashboard, create a Schedule, view real-time Visit Data, add Users, Message users, add Recipients, and how to log out of the Administrator Console.

*Required field

First Name*

Last Name*

Email Address*

Street Address

City

State/Province*

Choose One... ⌄

Phone Number*

Organization*

Job Title*

Florida providers Only: Which of the following MCO's are you contracted with: UHC, AETNA, SIMPLY/ANTHEM, IHCS, COMMUNITY CARE PLAN, MAGELLAN. *If you are not in Florida type N/A**

Please indicate whether you are part of an Agency, Independent Provider, or PDS*

Choose One... ⌄

Please list any applicable program(s) your company participates in

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

3. The Provider user must fill out all of the *Required fields on the LIVE Webinar registration form and click on "Register" at the bottom of the page. Once registered the Provider User will receive an email confirmation.

4. To view a previously recorded training session, click on "View Recording" and fill out all of the *required fields on the form and click "Register" and the recorded training session will be prompted.

To view a previously recorded training session in Spanish click "Ver Grabacion" and fill out and fill out all of the *required fields on the form and click "Register" and the recorded training session will be prompted.