



Self-Registering Designated Netsmart EVV System Administrator Account

GA DCH

Date: February 9, 2022

Version: 1.0.0

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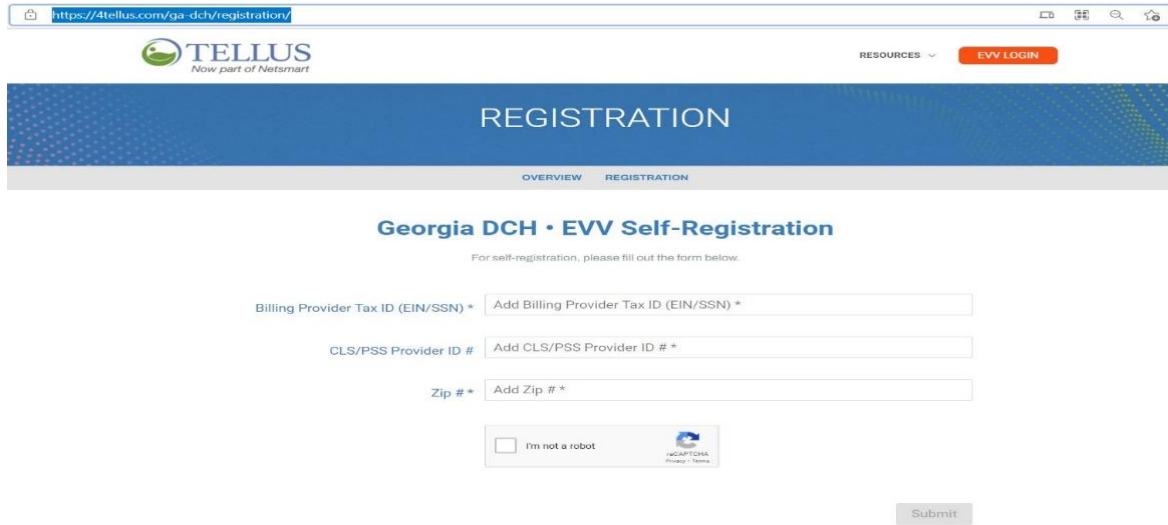
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Prerequired Registration Data

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 #*

GA – DCH Self-Registration



https://4tellus.com/ga-dch/registration/

TELLUS
Now part of Netsmart

RESOURCES EVV LOGIN

REGISTRATION

OVERVIEW REGISTRATION

Georgia DCH • EVV Self-Registration

For self-registration, please fill out the form below.

Billing Provider Tax ID (EIN/SSN) * Add Billing Provider Tax ID (EIN/SSN) *

CLS/PSS Provider ID # Add CLS/PSS Provider ID # *

Zip # * Add Zip # *

I'm not a robot

Submit

1. Provider User navigates to the DCH Self-Registration web page, [Registration - Tellus \(4tellus.com\)](https://4tellus.com/ga-dch/registration/).
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.

Provider Name	GeorgiesNDHHPProvider
Provider Short Name	Georgies
Active	<input checked="" type="checkbox"/>
Default Time Zone	
Address Line 1	1671 Woodbridge Lakes Circle
Address Line 2	
City	West Palm Beach
State	Nebraska
Zip #	33406
*Admin Email	Add Admin Email *

Enter your agency's information:

- Name
- Address
- City
- State
- Zip
- Designated System Admin Email Address

Submit Back

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

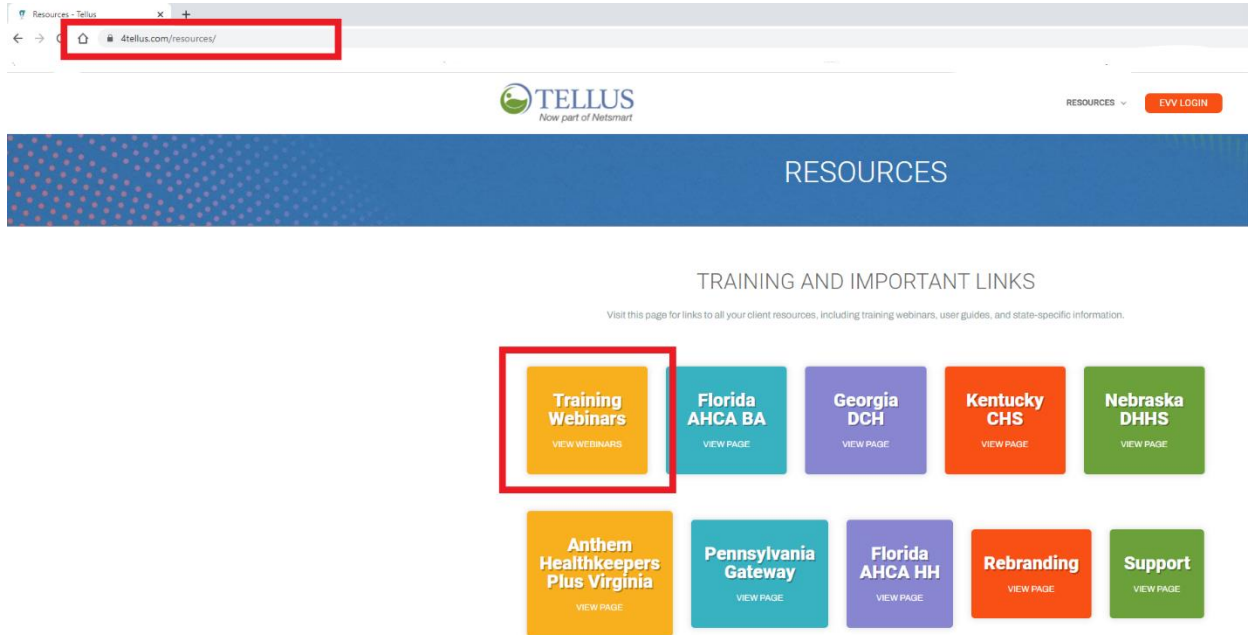
6. Click “Submit.”
7. If the provider runs into any issues while registering the provider must contact GA DCH:
Primary: (833) 701-0012
GAEVSupport@Conduent.com
8. Provider User receives success message
9. An email will be sent from the email address “no-reply@ntst.com” to the Admin email address that 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 \(4tellus.net\)](http://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.

Overview for Getting Started



Resources - Tellus

4tellus.com/resources/

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RESOURCES EVV LOGIN

RESOURCES

TRAINING AND IMPORTANT LINKS

Visit this page for links to all your client resources, including training webinars, user guides, and state-specific information.

Training Webinars
VIEW WEBINARS

Florida AHCA BA
VIEW PAGE

Georgia DCH
VIEW PAGE

Kentucky CHS
VIEW PAGE

Nebraska DHHS
VIEW PAGE

Anthem Healthkeepers Plus Virginia
VIEW PAGE

Pennsylvania Gateway
VIEW PAGE

Florida AHCA HH
VIEW PAGE

Rebranding
VIEW PAGE

Support
VIEW PAGE

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”.

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



[Show in My Time Zone](#)

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*

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*

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.