



He Kaupare. He Manaaki. He Whakaora.
Prevention. Care. Recovery.

ProviderHub

ProviderHub training guide

Request access to tasks





Request access to tasks within ProviderHub

When using ProviderHub you'll need to request access to tasks. User access is based on the needs of your role within your organisation. If you're unsure of what access you need, talk to your organisation's ProviderHub administrator.

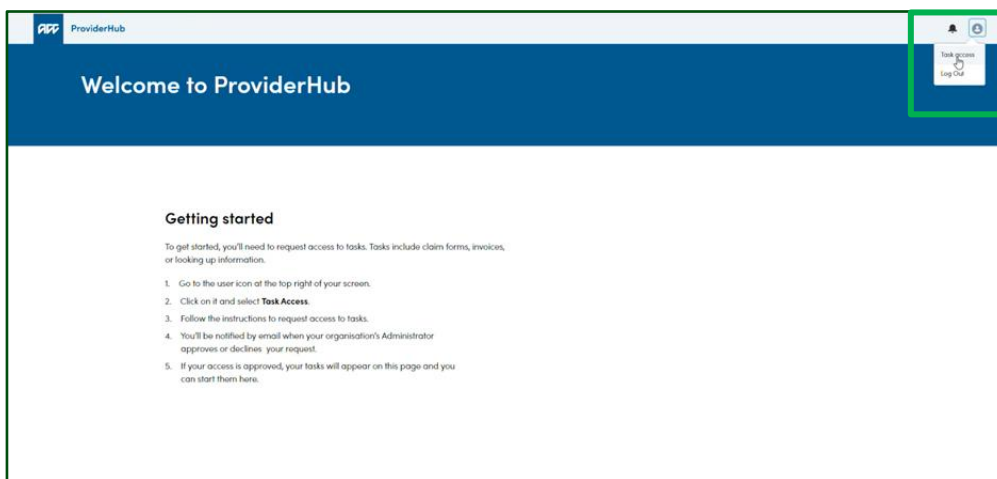
This guide will give you an overview on how to request access the below tasks:

- Find invoices
- Find remittance advice
- Invoice for services
- Claim lodgement
- Find claim

Before starting, you'll need to know your organisation's ACC Vendor ID. Your ProviderHub administrator will have this. Users who work for multiple organisations can repeat the process to request task access using the different Vendor IDs.

Request access to tasks

You will be able to request access to tasks once you have completed your authentication and logged into ProviderHub for the first time.

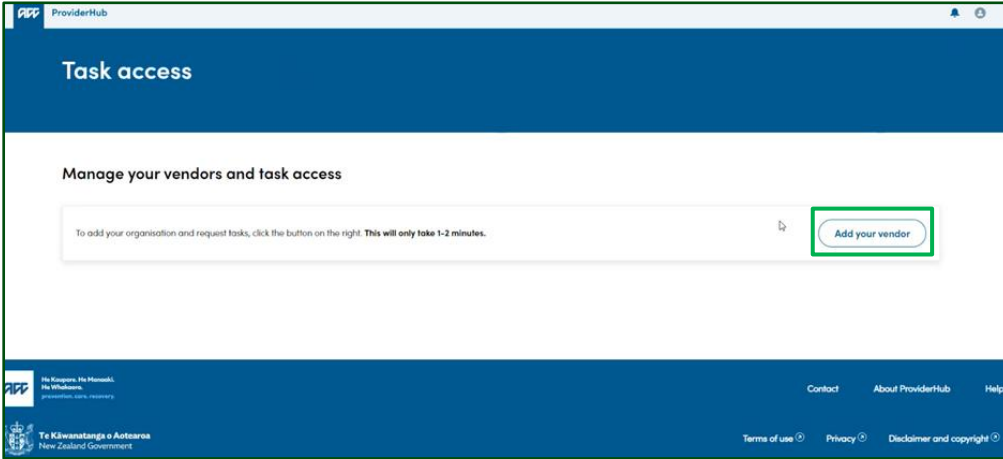


To request access to a task, click on the **user icon** at the top right-hand corner of your screen. Then click on **Task access**.

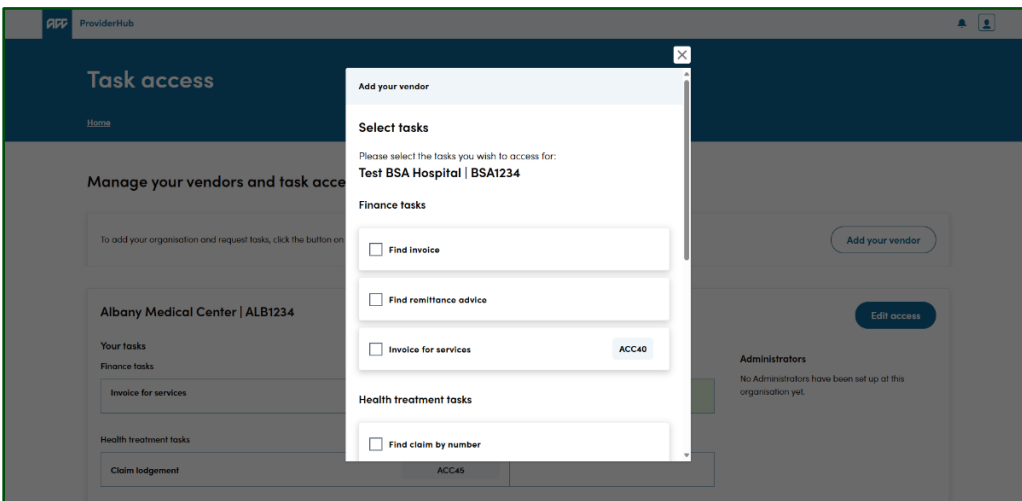




Task details



You'll need to **Add your vendor**. Click **Add your vendor** and enter your organisation's Vendor ID.



Once you've entered your Vendor ID, **Select** the task access you require.

Request access to tasks and functions

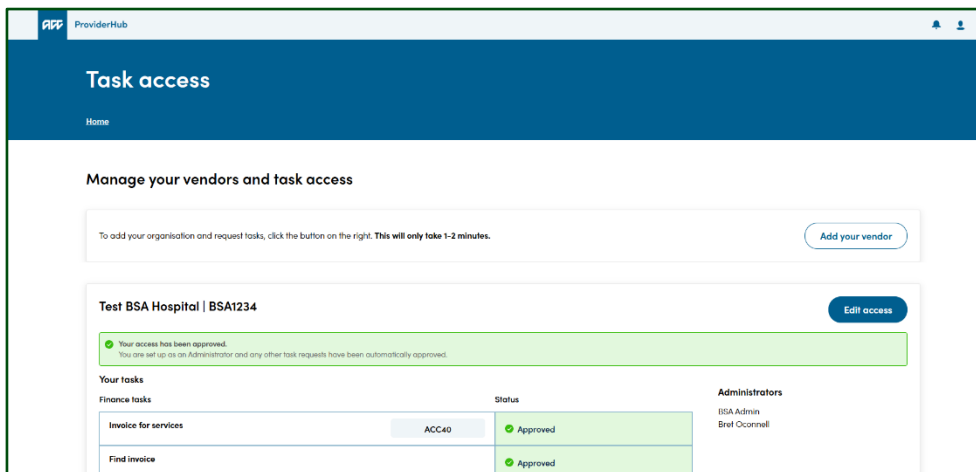




Once the request is submitted, an email will be sent to your organisation's ProviderHub administrator who then approves or declines the request(s).

If you work for multiple organisations, repeat the process using the different Vendor IDs.

Checking the status of your request



You can check the status of each request from the **Task access** page.

If your access request is approved, the tasks you can access will appear on the ProviderHub home page.

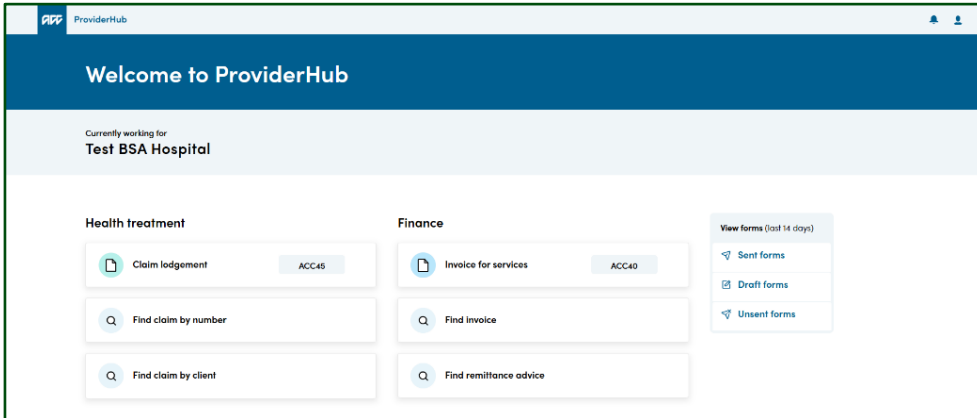
Notifications and approval

You'll receive an email confirmation once your access is approved or declined.

For any concerns over the decision, contact your organisation's ProviderHub administrator.

When you log in to ProviderHub, you'll be brought to the home page.





If you work for multiple organisations, select the vendor you require from the drop-down box (eg, ABC Physiotherapy).

Your approved tasks will appear on your landing page as a tile. **Click** on the tile to start using this functionality.

Request access to tasks and functions

