**Assigning Login’s for Aetna Better Health**

<http://aetnabetterhealth-kentucky.aetna.com/>

1. Go to website listed above. Sign in

 Username: Transformations455

 Password: Derby 402

1. Click on “Administration” in the tool bar.
2. On the left side of page click on “Add Users”.
3. Under heading “Add users” select the user type drop down box to say “Provider”. Enter our TIN as “611351752”. Enter our provider number as “128520BKYIP”. You do not need to enter the NPI Number.
4. Click “Verify”.
5. Under the title “Registration Form” enter the user name for the provider, the providers email address, the providers last and first name and select “Provider-Staff” as the “User Role”.
6. Click Submit. (You can check your work by clicking on “User List” on left side of the screen and selecting “Role” as “Provider Staff” and then click “Search”.
7. Now that the setup process is complete, Aetna will send the provider an email notifying them of their user ID. They will send a follow up email with their password.