

## Registration and Access

**Revised:** November 29, 2023

### Overview

Providers **who wish to enroll** with Minnesota Health Care Programs (MHCP) **or make enrollment requests** using the Minnesota Provider Screening and Enrollment (MPSE) portal will access the portal through the MN-ITS application.

A fee-for-service provider is one that is reimbursed by MHCP directly for services provided to MHCP members. An in-network managed care organization (MCO) provider is contracted with one of the MCOs that partner with MHCP. When a provider enrolls as a fee-for-service provider, they have the option to contract with an MCO as well.

The following sections will explain how different provider enrollers will access the MPSE portal.

- [Previously or Currently Enrolled Fee-for-Service Providers](#)
- [Previously Enrolled In-Network MCO Providers](#)
- [New Fee-for-Service and In-Network MCO Providers](#)

### Previously or Currently Enrolled Fee-for-Service Providers

If you are an existing MHCP-enrolled provider, you will access the MPSE portal through your existing MN-ITS account. You will not need to go through the steps to register. The Minnesota Department of Human Services (DHS) sent you a **Welcome Letter** by U.S. mail with your MN-ITS account username and password you received by U.S. mail when your enrollment was initially approved by MHCP.

Find detailed instructions for updating your enrollment portfolio on the [Existing MHCP Providers - First Time Access](#) guide in the MPSE User Manual.

If you do not have your **Welcome Letter** or do not know what your username and password is, contact the [MHCP Provider Resource Center](#).

If you were previously enrolled as a fee-for-service provider, and your enrollment status with MHCP is now inactive due to a voluntary or involuntary termination, follow the [Retrieve Portfolio](#) instructions to get access to your portfolio.

### Previously Enrolled In-Network MCO Providers

Providers contracted with an MCO may have been previously enrolled in MHCP by their MCO. If you were previously enrolled by an MCO, you will need to follow the steps for [MCO In-Network Provider Enrollment](#) to update your enrollment records with MHCP.

### New Fee-for-Service and In-Network MCO Providers

If you are a provider who is not currently enrolled with MHCP and wish to use the MPSE portal to enroll with MHCP, you must first complete the MPSE portal registration process. The **username** and **password** you create during this process will give you access to a temporary MN-ITS account, allowing you to log in and track the progress of your request.

Once you have completed the registration process, you will receive an email at the address used to register with a link to access your temporary MN-ITS account. After logging into your temporary account, you can access the MPSE portal using the link on the left-hand side of the MN-ITS home

page. Temporary MPSE accounts are only active for 30 days unless a profile request has been submitted.

Inside the MPSE portal, click on the **Create Profile Request** button and complete a profile request to enroll with MHCP. Once we have reviewed and approved your profile request, you will be sent a **Welcome Letter** with instructions to register for and access your permanent [MN-ITS](#) account. Prior to your profile request being approved, you may be sent a **Request for more Information** letter instructing you to correct your submission, submit more information, or to make clarifications and corrections.

Use the following steps to complete your new enroller registration. There is also a video module available: [MPSE Portal Registration for New Provider Enrollers](#).

### Steps to Register for New Enrollers

1. Click the link for the [MPSE Registration page](#) to start the registration.
2. Type your **email address** and create a **username**.
3. Check the box indicating that you are not a robot.
4. Complete the reCAPTCHA requirement.
5. Click **Continue Registration**.
6. Fill in the required information marked with an asterisk.
7. Create your password.
8. Make sure your password entered in the New Password field meets the following requirements:
  - Minimum of 8 characters
  - Minimum of 1 upper case letter (A-Z) and 1 lowercase letter (a-z)
  - Minimum of 1 number
  - Minimum of 1 special character including: ! @ # \$ % & ) ( , ' " . : = ? + ^ \_ ~
  - All passwords MUST begin with an alphabetical letter (A-Z)
  - Ensure your password does not include any part of your first name, last name, or email address used to register
  - Confirm your password in the **Confirm New Password** field.
9. Complete the three challenge phrases. Select a question by using the drop-down box. The answers to your challenge phrases do not have to follow any rules. Repeat the process for each of the three **Challenge Phrase** sections.
10. Click on the [Terms and Conditions](#) link and read through the policies. Check the box indicating you have read and accepted the **Terms and Conditions**.
11. Click on the **Submit Registration** button. DHS recommends you allow the registration process to complete before using your computer for other tasks.

### Registration Complete Email Notice

Check the email you used to register for a **Registration Complete** email notice.

The registration complete email notice will contain the link to access your temporary MN-ITS account. Find the link for the MPSE portal in the left-side navigation.

### After Registering for MPSE, Complete Your Enrollment

If you are a new fee-for-service or In-Network contracted MCO provider, use the [New Profile Request](#) manual page for steps to complete the process to enroll with MHCP.

If you are a previously enrolled in-network contracted MCO provider, continue the enrollment process on the [MCO In-Network Provider Enrollment](#) manual page.