



Greetings,

The California Department of Health Care Services (DHCS) invites you to access a test version of its new Online Provider System (OPS), which allows real-time, read-only access to information about your county's providers as well as all legal entities.

OPS is available to authorized users through the DHCS Information Technology Web Services (ITWS) website. If you already are an ITWS user you may logon to request access to OPS. If you are not already an ITWS user you must first enroll. Instructions for enrolling in ITWS and requesting access to OPS are provided below.

If you are already enrolled in ITWS:

From your web browser:

1. Go to <https://itws.dhcs.ca.gov/>
2. Logon to ITWS with your user name and password
3. Drop down the **Utilities** menu
4. Select **Request Additional Membership**
5. Select **Online Provider System – View Data -01 – PRV/LE** from Available Optional Functions list box.
6. Select the **Verify Additional Membership Request** button
7. Select the **Continue** button
8. Select the **CONTINUE (Click to Print)** link to Print.
9. **Fax the Approver signed** enrollment form to DHCS.

If you are NOT already enrolled in ITWS:

From your web browser:

1. Go to <https://itws.dhcs.ca.gov/>
2. Click on the "Enroll" tab and then "Enroll into ITWS".
3. Follow the six enrollment steps:
 - a. **Step 1: Description of Enrollment Process**
 - b. **Step 2: Enter User Information**
 - Select County Employee in the User Type list box.
 - Select the appropriate Organization.
 - Enter all the other required information.
 - Do not check the Approver checkbox if you are not enrolling as an Approver.
 - Select the **Next** Button
 - c. **Step 3: Select Memberships**

- Under **DHCS tab** select: **Provider/Legal Entity**
- Select the **Next** button
- d. **Step 4: Approvers and Optional Functions**
 - Select **Online Provider System - View Data**
 - Select an Approver from the Approver drop down box
 - Select the **Next** button
- e. **Step 5: Verify Information and Submit**
 - Verify that all the information you entered is correct
 - Select the Submit button
- f. **Step 6: Submission Confirmation and Final Steps**
 - Select the **CONTINUE (Click to Print)** link to Print.
 - **Fax the Approver signed** enrollment form to DHCS.

The person in your county who authorizes access to ITWS must approve your request and then fax it to the ITWS administrator at (916) 440-7312.