Quick Reference Guide (QRG)

Registering in the CalEVV Provider (Vendor) Self-Registration Portal
Only one representative should register on behalf of the provider agency.

To register in the Provider Self-Registration Portal as a CalEVV Provider (Vendor):

1. Click the link below to navigate to the Self Registration Portal.
   https://vendorregistration.calevv.com
2. Use the fields in the Basic, Address, and Agency Contact Information sections to enter your information as an agency provider. Required fields are indicated with an *.

Hover over a field with your cursor to get definitions and help on what you need to enter in that field.
3. In the Provider Identifier section, click the ADD button to add your Provider Identifier(s).

You must add at least one Provider Identifier.
4. In the Additional Information section, click the buttons to confirm if your provider agency is going to use the CalEVV System or an alternate system to electronically collect visit data.

5. Depending on which button you choose, you will be prompted to answer a few additional questions and/or complete additional fields.

Addtional Information

For the California EVV Phase II Program, providers have the option to use CalEVV (the State provided EVV system) or an alternate EVV system:

If you will be using the CalEVV system, you can provide your member and caregiver information using CalEVV’s data entry tool; via upload from your Agency Management system; or using an Excel spreadsheet tool which will be provided.

For Provider Agencies wishing to use an alternate EVV system, please select "NO" and specify the Software Vendor who will be collecting and transmitting your visit data.

WILL YOUR AGENCY BE USING CALEVV TO ELECTRONICALLY COLLECT VISIT DATA?

☑️ YES  ☐ NO  ☐ UNKNOWN
6. Click **Submit**.

   Once you click Submit, your system generated CalEVV Identifier will show on the screen. The CalEVV Identifier will also be emailed to you.

   **NOTE:** Keep your CalEVV Identifier in a place where you will find it later. It is the ID that uniquely identifies you as a provider in the CalEVV system. You will need this CalEVV Identifier to register for Learning Management System training and to retrieve your Welcome Kit.

   If you receive an error message, please review the information you have entered for registration and resubmit.
If you have questions regarding the CalEVV Provider (Vendor) Self-Registration Portal form or the CalEVV program, click the Help section in the form menu.