PAVE PORTAL

PAVE PRESS

Title: Setting up PAVE Profiles	Date: November 23, 2016 (rev. 4/24/2017)
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I. Creating a PAVE User Profile

1. Go to PAVE.dhcs.ca.gov
2. Click Sign Up in the top right corner.
3. Enter your name, contact information, password, and password recovery questions. All information is required. Click Sign Up.
4. PAVE will send an email notification to the email address you entered.
   Email Subject: PAVE Portal Activation Email
   From: noreply@dhcs.ca.gov
5. Within 30 days, open that email and click the PAVE Portal Activation hyperlink.
6. The hyperlink will open PAVE and prompt you to enter your password. Enter the password you selected and click Submit. This creates your PAVE User Profile.

II. Creating a Medi-Cal Business Profile

1. Enter your Primary NPI or Provider ID and click Verify NPI/Provider ID. If you do not have an NPI, click the checkbox next to Do not have an NPI and select the category that best describes you.
2. If the NPI entered is enrolled with Medi-Cal, you will be asked to verify your identity by entering your Medi-Cal PIN or answering a series of questions about your Medi-Cal enrollment. Follow the prompts on the screen. If you are unable to validate your account, call the PAVE Call Center at 1-866-252-1949.
3. Enter the name for your Business Profile. You can select whichever name you would like; providers use their name or the name of their organization.
4. This takes you to the home of your Medi-Cal Business Profile. From here, you can add users to your Business Profile, create an application, manage your Medi-Cal accounts, and view PAVE tutorials.

III. Adding Users to your Medi-Cal Business Profile

If other people will manage your Medi-Cal Enrollment, you can add them to your Medi-Cal Business Profile and assign them the appropriate roles and privileges. Follow the steps below to add people to your Business Profile.

1. Hover over My Tools and click User Administration.
2. Select + Invite User (blue box on right side of screen).
3. Enter the new user’s First name, Last name, Email address, and Phone number. Click Continue.

4. Select the Privilege type for the new user. Available Role and Privilege types are described in the chart below. Click Continue.

	Administrator	**Manager**	**Supervisor**	**Staff**	**User**	**Signer***	**Guest**
Applications							
View all applications	X	X	X	X		X	
Change his/her own applications	X	X	X	X	X		
Manage shared applications	X	X	X	X	X		X
E-sign applications	X	X				X	
Change and application's owner	X						
Submit applications	X	X			X (only his/her own)		
Accounts							
View all accounts	X	X	X	X		X	
Change his/her own accounts	X	X	X	X	X		
Make changes to accounts	X	X	X				
Request active accounts	X						
Remove accounts	X						
Documents							
View sensitive documents	X	X				X	
Manage the Document Library	X						
Messages							
View Business Profile messages	X	X	X				
Manage his/her own messages	X	X	X	X	X	X	X
Business Profile							
Manage the Business Profile	X						
Manage Business Profile user privileges	X						

Invite Business Profile Guests	X	X	X	X			

*Signer Role does not receive all Portal notifications like Administrator or Manager Roles.

5. Click Send Invitation.
6. The new user will now appear on the User Administration screen for the Business Profile with Pending status. If the new user already has a PAVE user profile, they will receive a notification in PAVE, that they have been invited to the Business Profile. The provider will accept or reject the invitation. If the new user does not have a PAVE user profile, they will receive an email containing a link for them to sign up for PAVE prior to accepting or rejecting the invitation to the Business Profile. Once the new user accepts the invitation, their status will change to Active.