

# PROVIDER PORTAL

## ACCESS FORM

**The SoonerCare Provider Portal Access Form is used to assist providers and portal administrators who need a user ID, temporary password, challenge question reset or a pin letter.**



### To submit a form:

- Download the form.
- Fill in appropriate information.
- Make sure the acknowledgment box is checked.
- Save the completed PDF and email to [SoonerCareInternetHelpDesk@gainwelltechnologies.com](mailto:SoonerCareInternetHelpDesk@gainwelltechnologies.com).

### Helpful hints:

- Please allow a minimum of 48 hours for processing.
- Requested information will be emailed to the appropriate contact on file.
- Use the individual or group name that is on file with OHCA.
- The form must be completed by the provider or portal administrator, not a clerk.

