



How to Credential or Re-Credential with ActivHealthCare

- Step 1** Go to www.ActivHealthCare.com.
- Step 2** On the homepage, you will find menu options on the left side of the page. Click on **'Credentialing.'**
- Step 3** Continue to the Credentialing Login.
- Step 4** Click "New Provider Enrollment" icon and if you have not done so already. This is different than the Customer Service Center account. If you can't remember your password, please call.
- Step 5** Once you complete the application and electronically sign & date, the application will be submitted to ActivHealthCare.
- Step 6** Next, a screen will appear with additional forms that will need to be completed, signed, and submitted to ActivHealthCare. Forward these forms to:

ATTN: Joanne Baker
Fax #: 678-990-1124

Note: Applications submitted by the 15th of the month are processed and presented to the committee for approval at the end of each month.

If you have any questions, feel free to contact our office.

FOR MORE INFORMATION
770-455-0040 | credentialing@ActivHealthCare.com
www.ActivHealthCare.com