



# How to Credential or Re-Credential with ActivHealthCare

- Step 1**      Go to [www.ActivHealthCare.com](http://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 **'Sign up Here'** and *create an account* 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](mailto:credentialing@ActivHealthCare.com)  
[www.ActivHealthCare.com](http://www.ActivHealthCare.com)