# How do I **create and associate** - providers?

Use this document if your organization is one of the following types: Community and Social Services Centre, Dental Clinic, Hearing Health Clinic, Medical Centre (including Rehab Centres), Mental Health Program Clinic, Optometry Clinic or Pain Centre. You now have the option to submit bills for your providers and have the payment sent directly to them if you wish. Eventually, it will become mandatory for your organization to specify the provider name when submitting your bills. To prepare for this, we encourage you to follow the steps below to create and associate the providers who work at your organization.
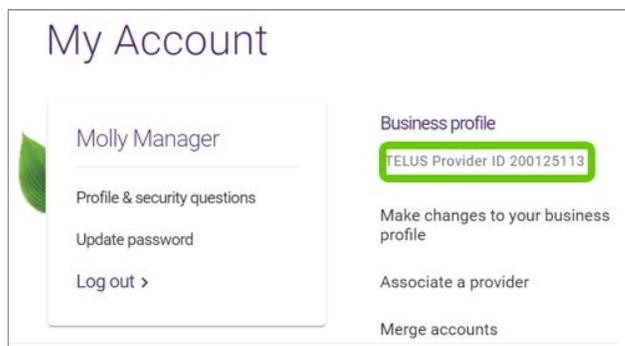
Step 1: Gather your information.

Ensure you have your provider's first and last name and TELUS Provider ID. The TELUS Provider ID was included in the welcome email. It is also displayed under the **My Account** (🔘) menu of the portal.

If your provider is not already registered, you will also need their license information (Canadian, licensed providers only). You can also associate international and unlicensed providers and you will not need to enter license information for these providers.
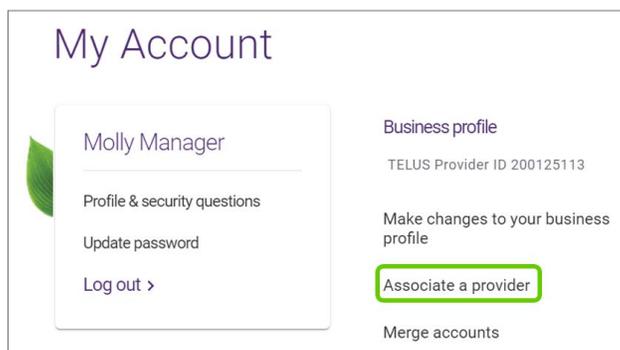
Step 2: Access the associate a provider link.

Log into the provider portal and select the **My Account** icon (🔘) and then select the **Associate a provider** link located under the **My Account** menu.

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Step 3: Associate a registered provider.

If your provider is already registered, enter their first and last name, their TELUS Provider ID, the start date of the association and select **Submit**. Go to step 5.

If your provider is not yet registered, select **New provider**. Go to step 4.

Step 4: Fill in the new provider's details.

If you are registering a new provider, you will need to enter their first and last name, language(s) (if desired) and start date. If their role requires a license and they are located in Canada, you will also need to enter their license information. If you cannot find their role, select **Misc. Practitioner** and enter their role in the **Role Description** field (not shown). Once you have entered all of the required information, select **Submit**. Required fields are indicated with a red asterisk.

Step 5: Record your confirmation details.

Your request is now complete and has been transmitted to the TELUS Provider Management Group. Note or print your confirmation number for your records. Select **Back to Associate a provider** if you have additional providers to associate.

Learn more

To access the complete Associate a Provider user guide, browse to the application as described in step 1. The link to the user guide is located beneath the header of the application.

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