This application allows you to view, update and attest (update and attest capability is only available for the Optum ID administrator) group and provider demographic information (including: addresses, phone and fax numbers, email and web addresses, contact information, office hours, Medicare/Medicaid assignment, languages and more).

Get Started

1. Sign In to UnitedHealthcareOnline.com
2. Enter your Optum ID and Password then click Sign In
3. Select My Practice Profile

Corporate Information

1. Select the Provider/Organization You Are Representing
2. Select the Corporate Name
3. Select the Tax ID Number
4. Type and select the Provider/Physician Name
5. Click Submit

The home screen will look like this if you have authority to update information.

Note: If you have only viewing rights, then the screen will look like this.
Demographic Attestation

1. Click Verify Demographic Info

2. Review the information under the Demographic Information and Location Information tabs (scroll to the right for additional columns)

Note: You can Sort by any of the headers, and pin a field so it remains constant. You may also filter a field by typing into the box under the column title.

3. If all information is accurate, click Attest.

4. Enter your name then click Attest

5. Record the Request Number on the confirmation screen

Note: If updates are needed, please refer to the Update Demographic Information and Update Location Information sections below.
Update Demographic Information

Delete a Provider
1. From the Demographic Information tab, click on the appropriate Remove symbol

2. From the pop-up box, select a Cancellation Reason, confirm the Cancellation Date and enter your Name, then click Submit

Note: Once all updates have been made, you must Submit Changes (refer below).

Add a Provider
1. Select Add a Provider

2. Complete all the information in the pop-up box, scrolling through as needed.

3. Click OK when complete.

Note: Once all updates have been made, you must Submit Changes (refer below).
Update Demographic Information (continued)

Submit Changes (Changes will be highlighted in yellow)
1. Once all updates are complete, Submit Changes

2. Review the changes in the pop-up box, scrolling through as needed.

3. Enter the Effective Date and click OK

Note: Once changes are submitted, you must Attest. See above, Demographic Attestation, page 2, step 3)

Update Location Information

Delete a Provider’s Location
1. From the Location Information tab, Click on the appropriate Remove symbol

2. From the pop-up box, select a Cancellation Reason, confirm the Cancellation Date and enter your Name, then click Submit

Note: Once all updates have been made, you must Submit Changes (refer below).

Modify a Provider’s Location
1. Click on the item to modify
Update Location Information (continued)

2. Enter the new information in the pop-up box, then click OK.

Submit Changes (Changes will be highlighted in yellow)

1. Once all updates are complete, Submit Changes.

Note: Once all updates have been made, you must Submit Changes (refer below).

Add a Provider Location

1. Select Add a Provider

2. Complete all the information in the pop-up box, scrolling through as needed, then click OK.

Note: Once changes are submitted, you must Attest. See above, Demographic Attestation, page 2, step 3.)
Manage Locations

1. To manage information at the Tax ID level, select Manage Locations.

   Note: Your Optum ID administrator must give permission for update capabilities, otherwise you will have only View privileges (shown below).

2. To manage which providers are listed under an address, select Providers.

Remove a Provider

1. To remove a provider from an address, choose Providers or Medical Groups at the Same Tax ID, Same Address.

Manage Locations (continued)

2. Select Remove for the desired provider(s), then click Submit at the bottom.

Note: The provider will be removed from that specific address but will still be listed under the Tax ID Number.

Add a Provider

1. To add a provider to an address, choose Providers or Medical Groups at the Same Tax ID, Different Address.

2. Select Add for the desired provider(s), then click Submit at the bottom.

Note: You may Search for an address by using the search function.

Note: You may also remove an address by selecting Delete or add an address with Create New Address.
**Manage Provider Address**

1. To manage the address for specific provider, select **Manage Provider Address**

2. Select **Edit** to update information for a specific provider address

3. Select a particular area to update that information

4. Click **Submit** when complete

**Note:** You may also select **Open All** to reveal all categories at once.

---

**Manage Provider/Group Details**

1. To manage the details for specific provider, select **Manage Provider/Group**

2. Select **Edit** to update information for a specific provider

**Note:** You may **Search** for a provider by using the search function.
Manage Provider/Group Details (continued)

3. Select a particular area to update that information
4. Click Submit when complete

Disclosures

1. Access state specific forms by clicking Disclosures

Note: You may also select Open All to reveal all categories at once.

Additional Quick Reference available on UnitedHealthcareOnline.com