

New User Registration Quick Start for Dispensaries

October 10, 2022

1. Click the [UAC](https://uac.fhsc.com) (User Administration Console) hyperlink (<https://uac.fhsc.com>). The “Who Are You?” screen appears.
2. Click **I do NOT have a User ID and need to initiate or complete registration to become a Delegated Administrator** and then click **Continue**.
3. Click the **Request PIN** tab. Enter your name and phone number, then click **Continue**.
4. On the next screen under the **Request PIN** tab, select:
 - Organization Type (Org Type) = **Provider**
 - State = **Commonwealth of Pennsylvania**
 - Organization ID Type (Org ID Type) = **NPI** (default)
 - Organization ID (Org ID) = **Dispensary ID**



- Please **note which Org ID Type is used for the PIN request**. You will need to use the same Org ID Type and Org ID when you complete the process by registering with your PIN.

5. Click **Validate Org ID**. The organization appears in the results window. You will see two entries, one for **Pennsylvania Web Claims Submission** and one for **Pennsylvania WebRA**.
6. Click **Submit**. A letter with a PIN will be sent to each of the Organizations you submitted.



- The PIN letter is sent via USPS and will take several days to arrive. Plan accordingly.

7. When the PIN letter is received, return to the UAC application, and from the “Who Are You?” screen, click “**I do NOT have a User ID and need to initiate or complete registration to become a Delegated Administrator**” and click **Continue**.
8. Click the **Register w/PIN** tab, enter the required information, and then click **Continue**.
9. Select an **Organization Type (Org Type)**, a **State**, and an **Organization ID Type (Org ID Type)**, enter the **Organization ID (Org ID)** and **PIN**, then click **Validate Org ID**.



- You will need to use the same **Organization Type** (Org Type), a **State**, **Organization ID Type** (Org ID Type) and **Organization ID** (Org ID) values used above.

10. Continue entering and validating as many Organization IDs and PINs as necessary, then click **Submit**.
11. An email containing an activation link will be sent to the email address entered *above*. After you click the activation link, a confirmation screen appears in your browser window, letting you know that you have been successfully added to our directory.

The confirmation screen also contains a link that directs you to the full-featured User Administration Console (UAC) application. Here you will be able to set up Local Administrators and/or users, as well as assign roles and providers to them. You will also need to assign your own access privileges for the Dispensary Portal.

To assign your own access privileges, please use the following steps:

1. Log in to the [User Administration Console](https://uac.fhsc.com) at <https://uac.fhsc.com>.



- This can be accessed through the **UAC** link on the Home page of the Portal (<https://papaceportal.magellanhealth.com/>).

2. After logging in, click your User ID in the upper-right corner of the screen.
3. On the second-level row of tabs, click the **Roles** tab.
4. Select **Provider Management** from the **Application** list and then select your Organization (ID) from the drop down that says (*Pennsylvania Web Claims Submission*) at the end of it. Click **Get Roles**.
5. Select the check box next to the **MMAP Provider** role.
6. Click **Save** to save your changes.
7. Now select **Pharmacy WCS** from the **Application** list and click **Get Roles**.
8. Select the check box next to the **PACE Pharmacy Web Claims Submission Submit/View** role.
9. Click **Save** to save your changes.
10. Finally select **WebRA** from the **Application** list and click Get Roles.
11. Select the check box next to the **WebRA Provider User** role.
12. Click **Save** to save your changes.
13. If you registered for more than one organization, repeat Steps 3–12 for each organization.



- No changes should be made to your role assignments for the Magellan Rx Management User Administration Console application.

14. You should now be able to access the Dispensary Portal (<https://papaceportal.magellanhealth.com/paceportal/>).