Accessing Peak TPA Provider Portal

Log into Provider Portal

1. Using Internet Explorer navigate to URL (Web Address)
   https://ezprod.cognify.com/EZ-NET60

2. Click New User Registration.
3. The next page is broken out into three sections: **New User Registration, Company, and Providers** (* = required fields).
   a. **New User Registration**
      i. User Type: Should be VENDOR

![New User Registration form](image)

   * E-Mail: **BOB SMITH@COGNIFY.COM**
     We recommend using your email address without the domain name, i.e. user@vendordom.com would be user. The user name field will automatically be populated with the first part of your email address, but may be changed at any time.

   * User Name: **BOB SMITH**
   * Password: ************
   * Confirm Password: ************
   * First Name: **BOB**
   * Last Name: **SMITH**
   * Title: **IR**
   * Department: 
   * Phone Number: **(111)222-3333**
   * Fax: 
   * User Type: **VENDOR**

   b. **Company(s)**
      i. Using the right arrows, select your company(s) that you provide service for.

![Company selection form](image)

   * Company(s)

   **Available Company(s)**
   - ARCHCARE
   - FRANCISCAN SENIOR HEALTH AND WELLNESS
   - MCGREGOR PACE
   - SOLIS
   - TROY MEDICARE

   **Selected Company(s)**

   c. **Vendor(s)**
i. Populate either your Vendor ID or Vendor Name and click search:
   1. Vendor ID = NPI + hyphen + Tax ID (IE: 1234567890-123456789)

ii. Using the right arrows, select the vendor(s)

4. Fill out the Captcha code that is present and select Submit Request.

5. After a successfully submission, our support team will be notified to authorize your account.