To: All IEHP Providers
From: IEHP – Provider Relations
Date: June 29, 2018
Subject: Provider Portal – Sub User Accounts

Inland Empire Health Plan (IEHP) would like to remind Providers to assign all Sub User accounts the appropriate Tax ID Visibility. Owners and/or Managers are responsible to ensure that each user has the appropriate access to the Tax ID and location by logging into the Provider Portal at www.iehp.org and following the steps below:

**To assign Tax ID and Location for Sub Users:**

1. Click on “My Account” at the top right-hand corner.
2. On the left-hand column, select “Sub User Accounts”.
3. Locate Sub Users’ account and click on “Edit”.
4. Under the Tax ID Visibility section, select the desired address(es) for each Tax ID in order to grant Sub Users’ access.
5. Click “Update”.

If you have any questions, please do not hesitate to contact the IEHP Provider Relations Team at (909) 890-2054.