# Getting Started with Netsmart Mobile Caregiver+
Billing Provider Registration Process

All provider agencies, whether using Mobile Caregiver+ for EVV or a third-party vendor, need to complete this process.

To register:

1. Assign an individual from your provider agency to complete registration. This individual will be the first Admin User and will be responsible to add other provider agency administrators to the system.
2. The assigned individual goes to https://4tellus.com/ky-chfs/ to begin the registration process.
3. The following information is needed to complete the registration process:

   a. Provider Tax ID (EIN).
   b. Medicaid Provider ID (as designated by Kentucky Medicaid).
   c. Provider agency zip code.
   d. The CAPTCHA must be checked before clicking the Submit Button.
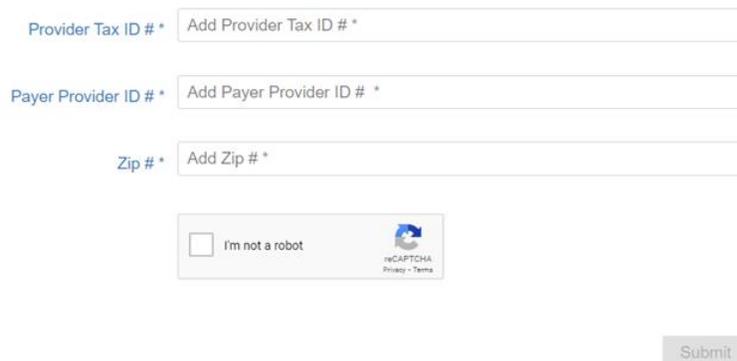
4. After the provider agency enters the provider identification information above, checks the CAPTCHA, and clicks the Submit button:
   a. Netsmart will confirm the information entered matches what is received from Kentucky.
   b. If the information is a **Match**: The page shown below will appear.
      i. You will be able to enter a short name for the provider agency if you choose. Do not update any other information on the page.
      ii. Enter your email and click Submit.
      iii. The agency will be registered. The user who completed the registration will be the first Admin User.
   c. If the information is a **No Match**: The provider agency will not be able to register. Ensure you have entered all your information correctly. If all information is correct

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after review, reach out to Netsmart at (833) 483-5587. Netsmart will research why the information is not matching in the system.

Provider Name	Kentucky Provider Agency
→ Provider Short Name	
Active	☑
Default Time Zone	
Address Line 1	123 Kentucky Lane
Address Line 2	
City	Lexington
State	Kentucky
Zip #	40502
→ *Admin Email	Add Admin Email *

Submit   Back

5. Once approved, an email will auto generate to the person's email that was designated at registration. The email will contain temporary credentials to log into the Mobile Caregiver+ Provider Portal. This will occur within two minutes.
6. Upon logging in for the first time, you will need to change your password.
7. Again, the individual who completes registration becomes the first Admin User and will onboard other administrators and agency staff.