#### **GSK Provider Portal Guide**

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# Provider Portal Overview

## This guide highlights some but not all of the instructions related to use of the Together with GSK Oncology Provider Portal

For complete information regarding the use of the Together with GSK Oncology Provider Portal, Providers should review the portal FAQs, not the guide. The Together with GSK Oncology Provider Portal FAQs are located under the "Resources" tab of the portal.

For information about the terms and conditions for use of the Together with GSK Oncology and GSK programs providers can select the Terms and Conditions link on the Together with GSK Oncology Provider Portal.

The content of the Together with GSK Oncology Provider Portal Guide and the Together with GSK Oncology Provider Portal is subject to change.

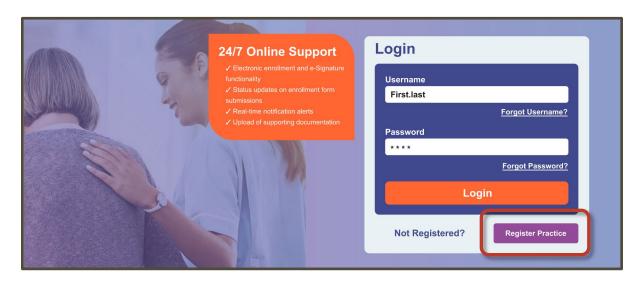
#### How to Register a New Account

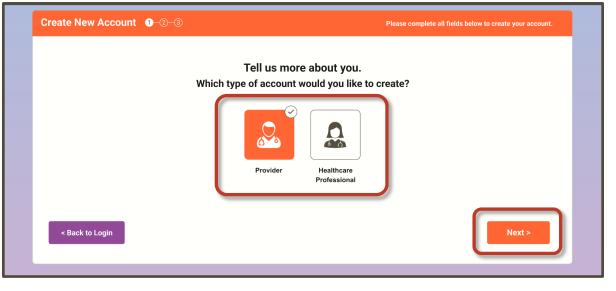
New users can register by selecting the **Register Practice** button.

Users will select an account type then click the **Next** button.

\*Note: Only a prescribing physician with a valid NPI number should use the "Provider" account type.

\*Note: Only one email address can be used per account.





#### How to Register a New Account

Fill out all required fields on the "Create New Account" page.
Required fields will vary depending on the type of account being created.

The user will also have the option to enter one or more practice office(s) to their newly created account.

* Required field	ur information for the	new account profile.			
First Name *		Last Name *	Phone *	Fax *	
Email *					
Email *					
Create a userna	me and password to a	access your new online account.			
Create a userna	me and password to a				
	me and password to a	access your new online account.	Confirm Passwo	rd *	
Create a userna			Confirm Passwo	rd *	
		Password *  At least 1 upper case charac	cter	rd *	
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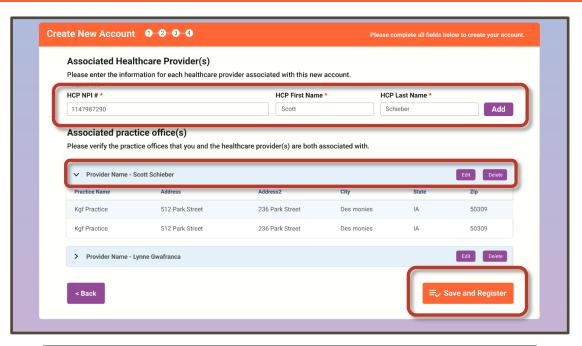
		Phone *  Address 2		Fax * Ema			ii *	
				City *	State * Zip *		Add	
Practice Name	Address		Phone	Fax	Email		Edit / Delete	
kendrick Lamar	512 Park Street , I IA, 50309	Des monies,	(874) 068-4607	(874) 068-4607	lamar@	medica.com	Edit Delete	
Kendrf Maxweell	236 Park Street, D 50309	es monies, IA,	(874) 068-4607	(874) 068-4607	kendrf@	)medica.com	Edit Delete	
Kenny Jones	236 Park Street, D 50309	es monies, IA,	(874) 068-4607	(874) 068-4607	Jones12	23@medica.com	Edit Delete	

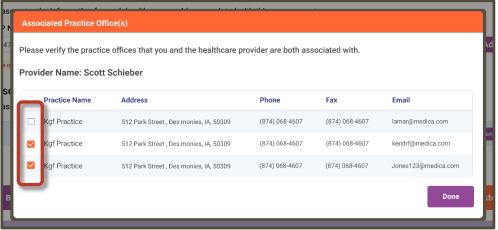
#### How to Register a New Account

Here, the user may enter the information for the Healthcare Provider(s) that will be associated with the newly created account.

Once added, users may edit/delete provider practice office(s) information by following the appropriate prompts.

After clicking the **Save and Register** button, the registration process will be complete.



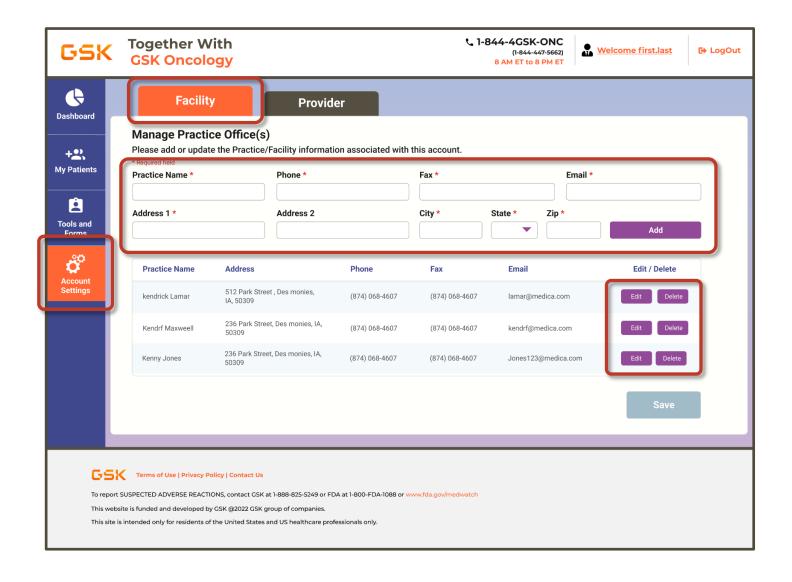


#### Account Settings: Updating Facility Information

Users can update practice office information by clicking **Account Settings** and selecting the **Facility** tab.

From here, the user may **add**, **edit**, and **delete** practice offices by clicking on the appropriate buttons.

\*Note: New facilities added on this screen must be linked to a provider using the "Provider" tab.

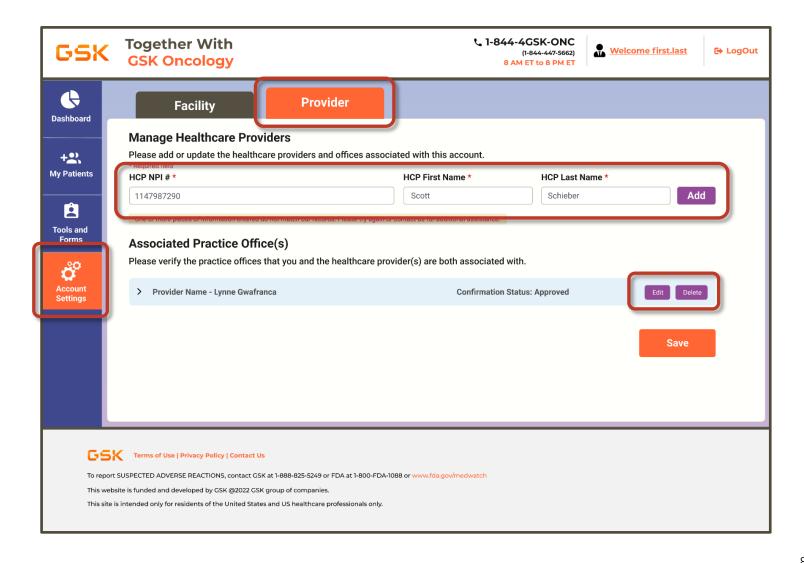


#### Account Settings: Updating Provider Information

Users can add, delete, or update providers associated with the account by clicking Account **Settings** and selecting the **Provider** tab.

If adding a new provider, they must be linked to a practice office by clicking the Edit button on the bottom on the page.

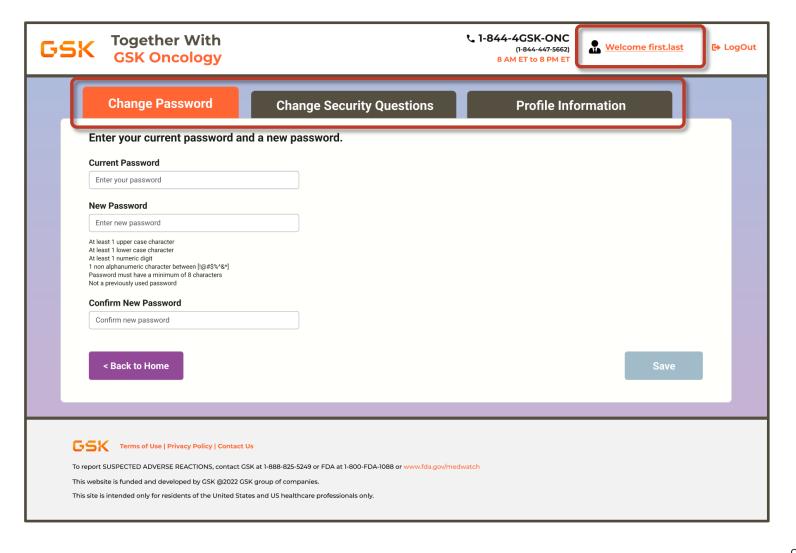
\*Note: Only non-prescriber accounts have the ability to add providers to the account.



#### **Updating Account Information**

By clicking on the **Welcome first.last name** link in the upper right-hand corner, a user can update the following information at any time:

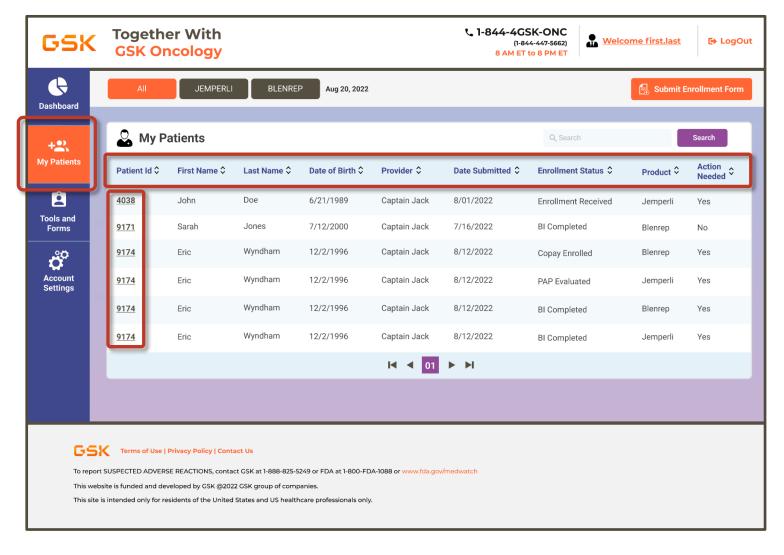
- Password
- Security Questions
- Profile Information



#### Accessing My Patients

Clicking on the **My Patients** tab will take the user to a screen where they can view individual patient profile information, such as:

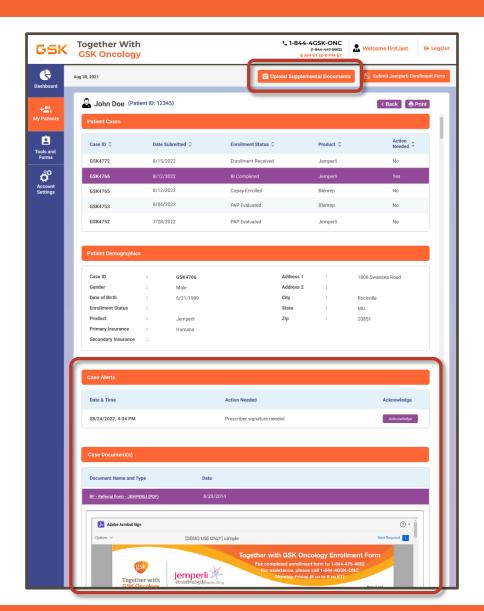
- A list of existing patients and their cases
- Case details / Status updates
- Action items



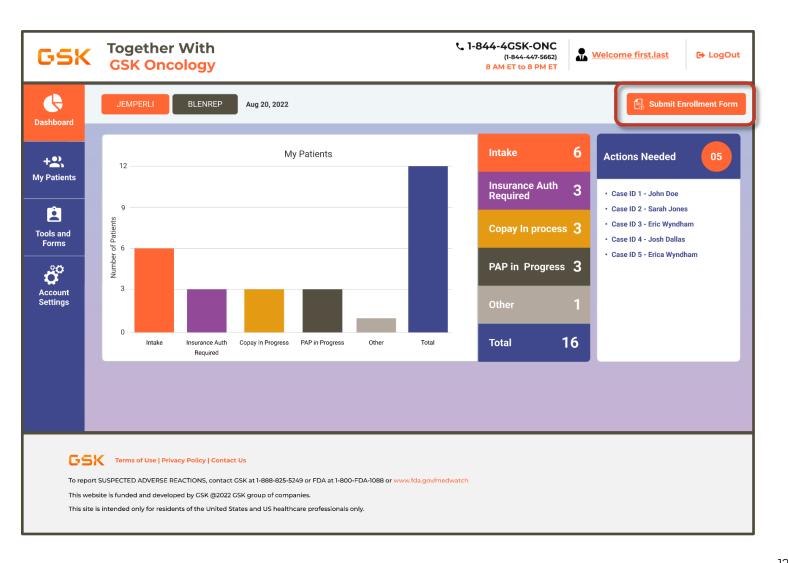
### Accessing My Patients

By clicking on any single patient's Patient ID number, users may access the following:

- Additional patient and case details
- Patient specific action items via the Case Alerts section
- Access to view case documents via the Case Document(s) section
- Option to upload documents by clicking the Upload Supplemental Documents button



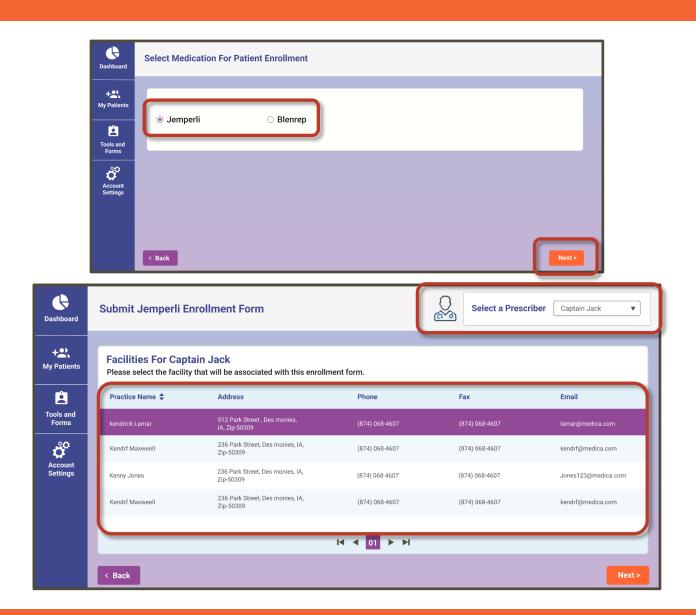
Users can click the **Submit Enrollment Form** button to start the process of completing and submitting an enrollment form through the provider portal.



The user will select the medication they are submitting the enrollment form for and then click the **Next** button.

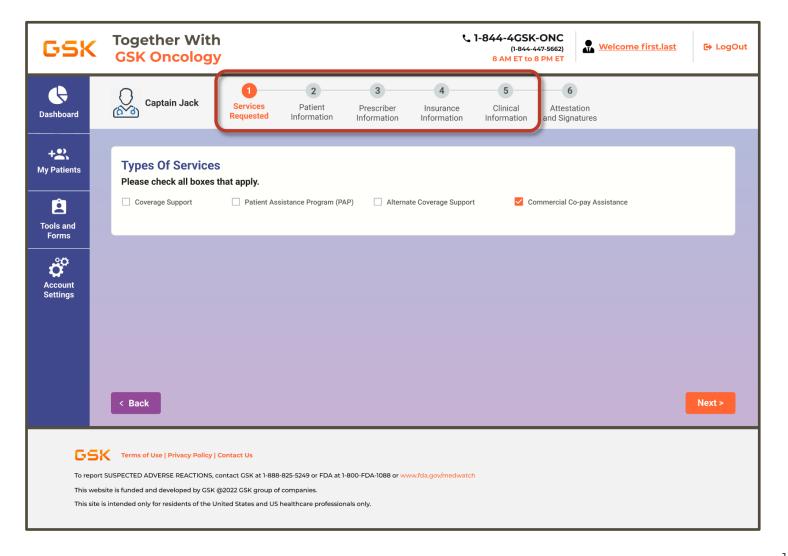
"Healthcare Professional" accounts start the enrollment form by selecting the patient's prescriber and practice location.

"Provider" accounts start the enrollment form by selecting the practice location.



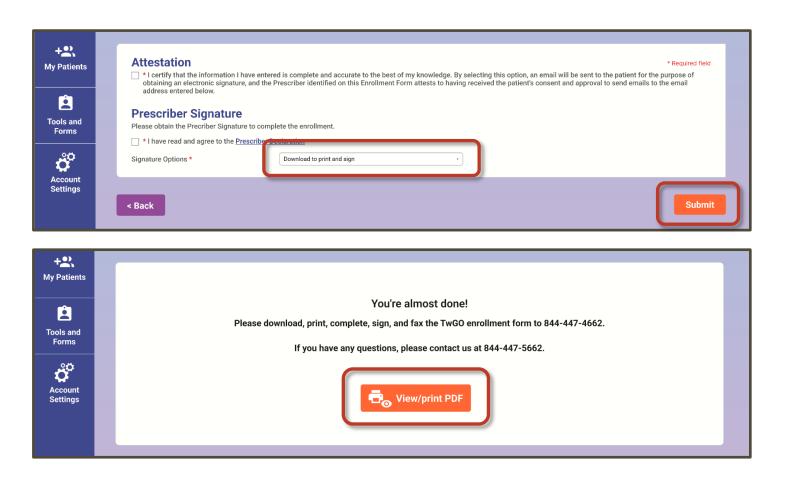
The user will complete Steps 1 -5 as prompted.

\*Note: Users will be unable to advance to the next page if required information is not provided.

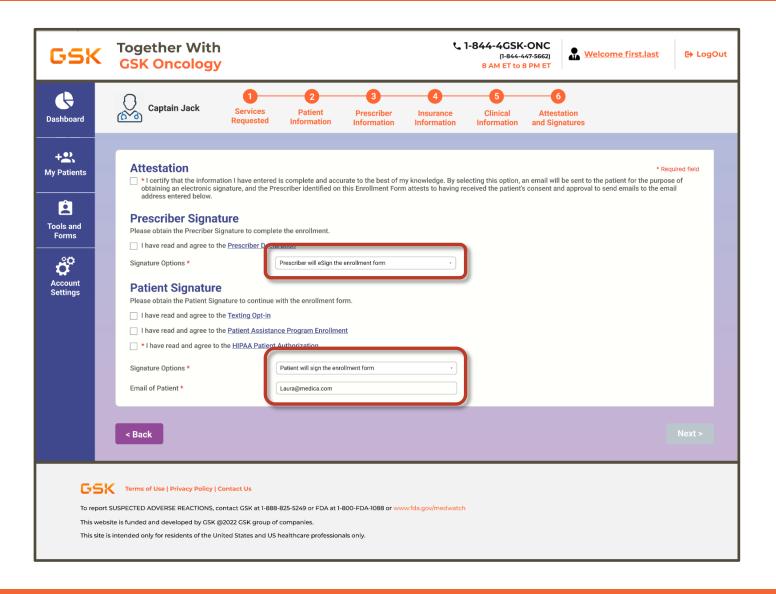


Prescribers may sign the enrollment form electronically but may also print and sign the form manually at any time.

To print and sign, the user can select the **Download to print and sign** option from the dropdown, click **Submit**, and follow the prompts to view and print a PDF version of the form.



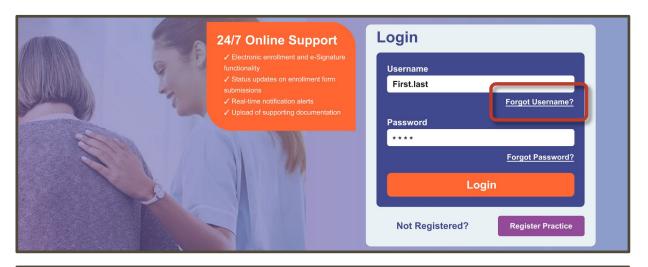
To E-Sign, the user can select the Prescriber will eSign the enrollment form option from the dropdown, complete the associated Patient Signature options, click Next, and follow the DocuSign prompts to complete the E-Signature process.

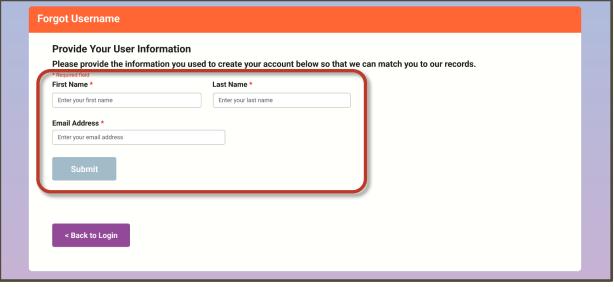


#### Forgotten Username

If a user forgets their username, they can obtain it by first selecting the **Forgot Username?** button on the login screen.

From here the user will enter all required information and click the **Submit** button. The username will be sent to the email provided.

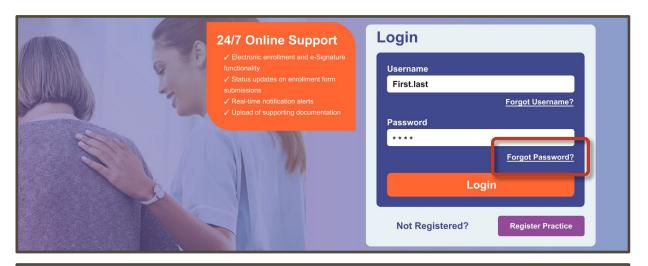


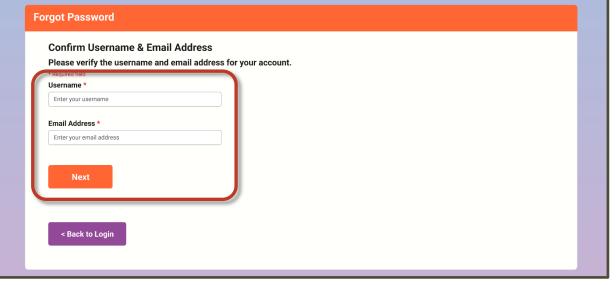


#### Resetting Forgotten Password

If a user forgets their password, they can reset it by first selecting the Forgot Password? button on the login screen.

From here the user will enter the required information and click the **Next** button.

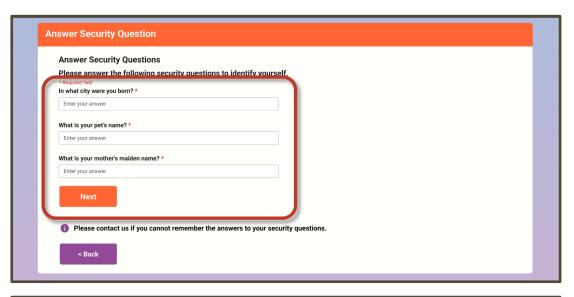


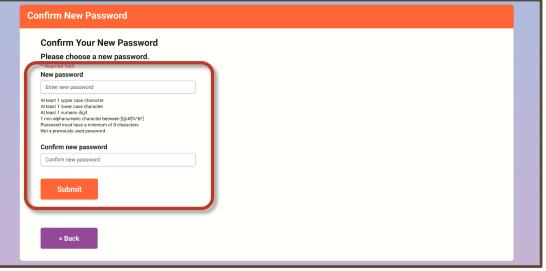


#### Resetting Forgotten Password

The user will answer their security questions and click the **Next** button.

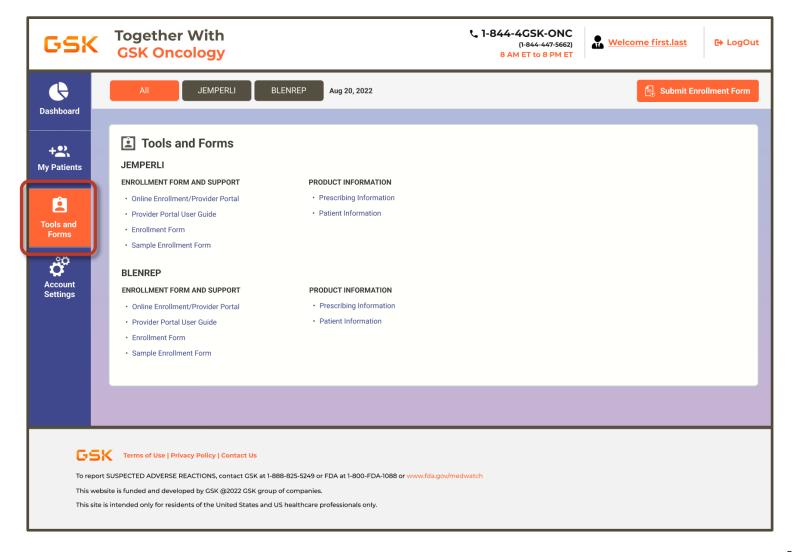
Lastly, the user will enter their new password and click the **Submit** button to officially reset their password.





#### **Tools & Forms**

By clicking on the **Tools and Forms** button on the left-hand side of the screen, the user may obtain access to additional helpful information and resources.



### Contact Us

#### Customer Support Center for GSK

For any questions about the Provider Portal, or if in need of registration assistance, please contact GSK for live support.

1-844-447-5662 Monday – Friday 8:00 AM – 8:00 PM ET