How to Add Users & Providers on the Community Portal

The purpose of this document is to outline the steps to add Users and Providers on the Community Portal.
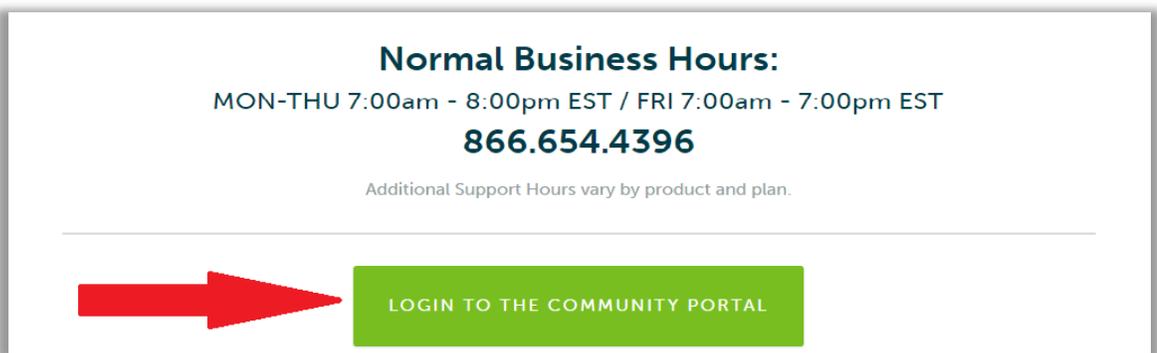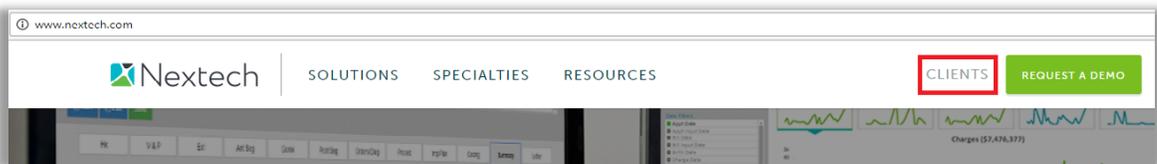
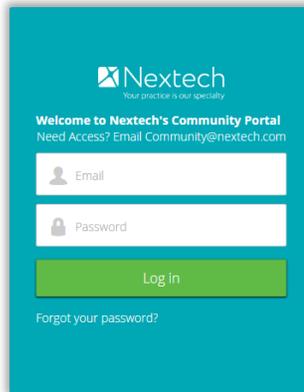Please see this short demonstration: [Click Here](#)

Items you'll need to complete this process:

- A list of users and providers that will need access to the software, including Names, Job Functions, and Email Addresses
- Provider Medical License numbers
- Provider NPI numbers
- Provider DEA numbers
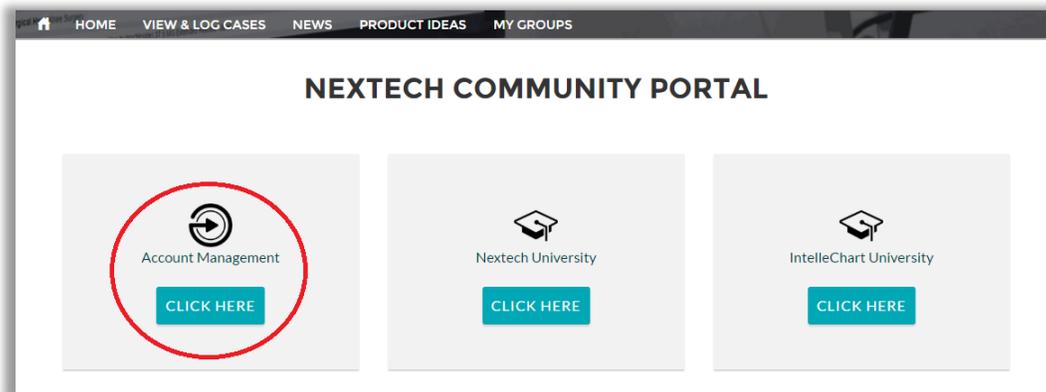- Provider DPS numbers (TX only)

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Once you've been registered with the Community Portal, you will be able to login and add User and Provider information to your account.

1. Go to Nextech.com and navigate to the Clients Button at the top right. Then scroll down to "Login to the Community Portal"
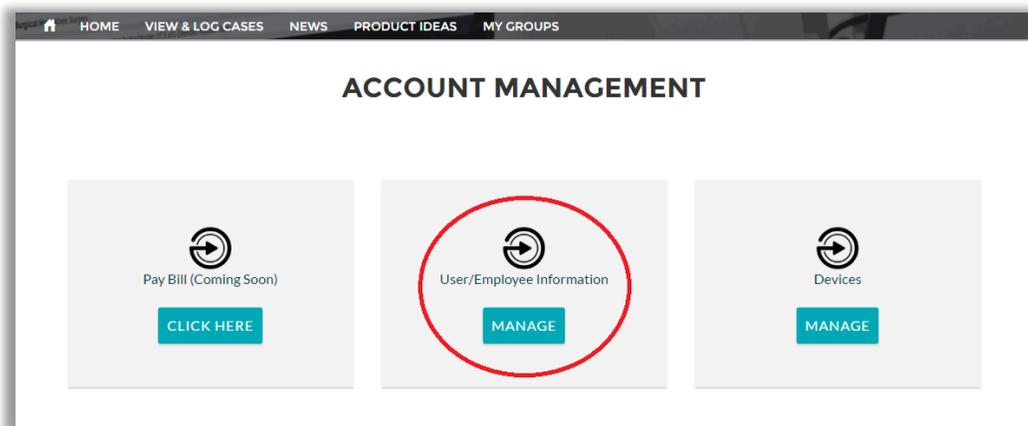
2. Once you get logged in, click on "Account Management"

3. Then click on "User/Employee Information"

4. From here, click "New" to add User or Provider Information.

REQUIRED FIELDS:

All Users:

- Full Name
- Email address
  - Each provider has to have a unique email address
  - Please note, if a set of users has a shared email address (excluding providers), their login will be the same for the Community Portal and any requests to reset the Community Portal password will be sent to the shared email. It will be the responsibility of the Practice to communicate any password changes or resets among the shared login.

Providers:

- Medical License #
- NPI #
- Primary specialty
- Subspecialty
- License Info (see below for definitions)
- DEA #
- DPS # (TX only)

Definitions List:

Field	Definition
EMR Direct User	Secure email user
eRx Admin User	Required role for prescribing controlled substances
eRx Clinical User	Can electronically prescribe, but needs a Prescriber's signature in order to send
eRx Prescribing User	Eligible Prescribing Provider
eRx Non-Clinical User	Role that can only change the patient's pharmacy preference