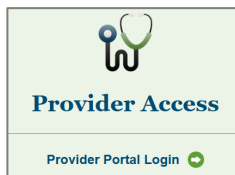
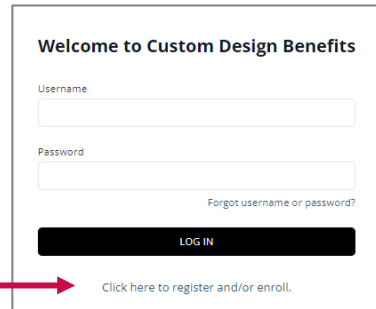


How to Register for the Provider Portal

1. A registration code is required to register for the Provider Portal. **To get a registration code, contact Custom Design Benefits at 800.598.2929** Monday-Friday, 8am-5pm EST and **provide your TIN.**
2. After you have received your registration code, go to **www.CustomDesignBenefits.com**, click on **Login**, then click on **Provider Portal**.



3. Click here to register.



Welcome to Custom Design Benefits

Username

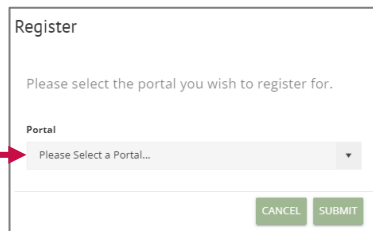
Password

[Forgot username or password?](#)

LOG IN

[Click here to register and/or enroll.](#)

4. Select **Provider** in the dropdown menu.



Register

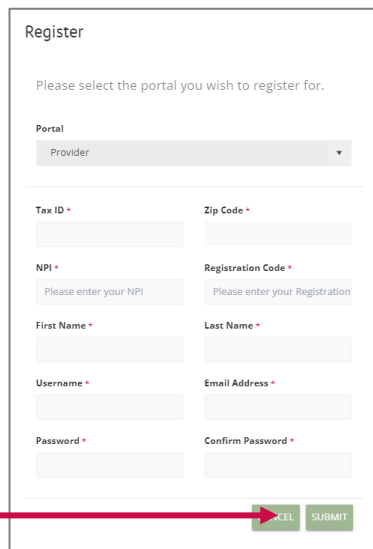
Please select the portal you wish to register for.

Portal
Please Select a Portal...

CANCEL **SUBMIT**

5. Enter the required information and click **Submit.**

Note: Username must be alphanumeric only, no special characters. Do not use your email as your username. Only enter your email address in the Email Address field.



Register

Please select the portal you wish to register for.

Portal
Provider

Tax ID * Zip Code *

NPI * Registration Code *

Please enter your NPI Please enter your Registration

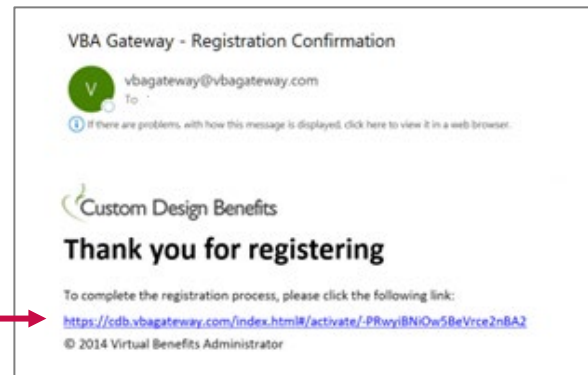
First Name * Last Name *

Username * Email Address *

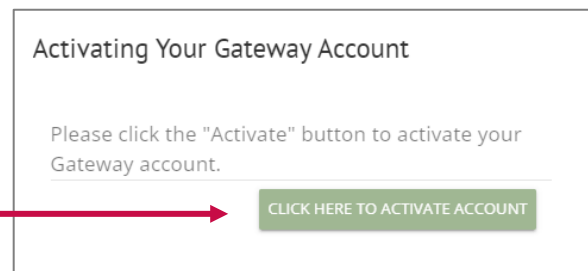
Password * Confirm Password *

CANCEL **SUBMIT**

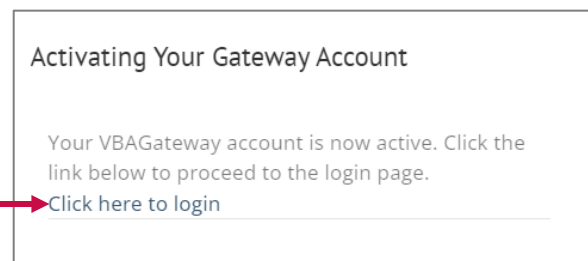
5. Look for an email from vbagateway@vbagateway.com. Click on the link in the email to complete the registration process.



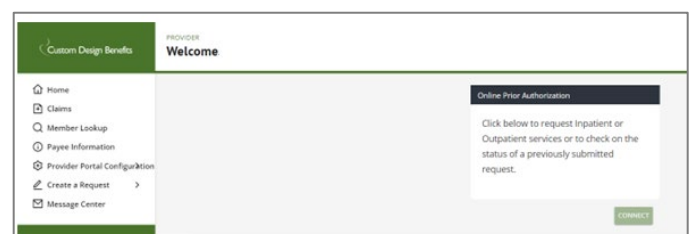
6. Click to activate your account.



7. Click to login to the Provider Portal.



8. Use the Provider Portal to
- Check claim status
 - Look up member information
 - Submit online prior authorization
 - And more!



Please allow 24 to 48 hours before submitting a prior authorization to allow the system time to process your registration.