Provider Association Page Instructions

Directions for Adding Providers on the CTSU Website

1. Log in to [www.ctsu.org](http://www.ctsu.org) with your CTEP-IAM username and password.
2. Individuals with a primary role at the site for any roster owner may add or remove provider associations. Any individual associated with the site can view provider information for their site(s).
3. Hover your mouse cursor over the Regulatory tab and select **Provider Association** on the dropdown menu:

4. On the Provider Association page you will see all the current providers associated with your site. To add a provider you will click on the Add Association button on the right side of the page:

5. A pop-up window will appear to add a new provider. On this page there are several options to search and select providers within a specific radius including:
   - Click the target icon on the map and select Add to Cart in the pop-up.
   - Review the Providers on Map information on the left of the page and select Add to Cart.
   - Search by provider CTEP identifier or partial provider name and select Add to Cart to the right of the search block.

You can click on the `< i >` button for each provider to get additional information on the provider including any available modality credentialing.
6. Once you have selected your provider(s), click the Submit button on the bottom right corner:

![Image of Add New Association for Regions Hospital (MN001) page]

7. Once you submit, a confirmation box appears stating that the associations have been saved:

![Image of Add New Associations]

**Directions for Removing Provider Associations**

1. Access the Provider Association page on the CTSU website.
2. Locate the provider you wish to remove from your site’s associations and then click on the “X” on the right hand side in the Action column:
3. A pop-up window will appear confirming if you want to deactivate this association, if you do then Click Ok.

Additional information on Provider Associations
You can find more information on provider associations under the **What am I seeing?** link on the Provider Association page, in the Help Topics button under Provider Association, and under the `?` icon on the map page.

If you need additional assistance regarding the Provider Associations you can contact the CTSU Help Desk by phone: 1-888-823-5923 or by email: ctsucontact@westat.com.