

POST N TRACK REGISTRATION GUIDE

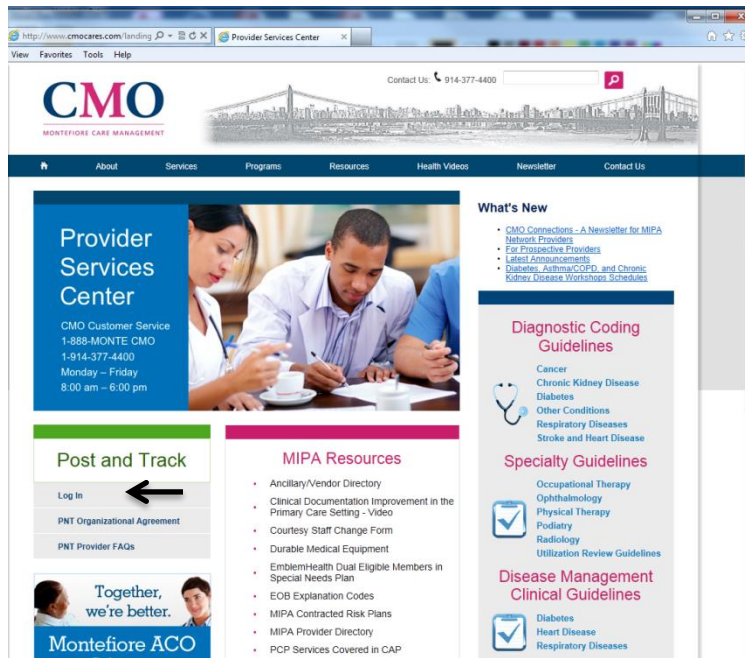
Step 1: Enter the website www.cmocares.com into your URL browser, click on “read more” in the Provider Services Center section.



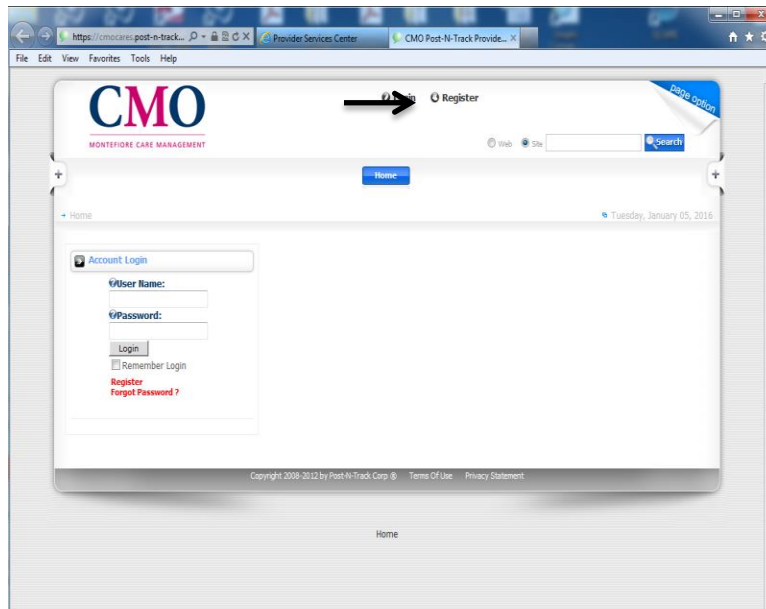
Step 2: Click on “PNT Organizational Agreement” to access the downloadable form. Please have a supervisor/manager/owner complete and sign the agreement and fax it to CMO Provider Relations at 914-377-4794.



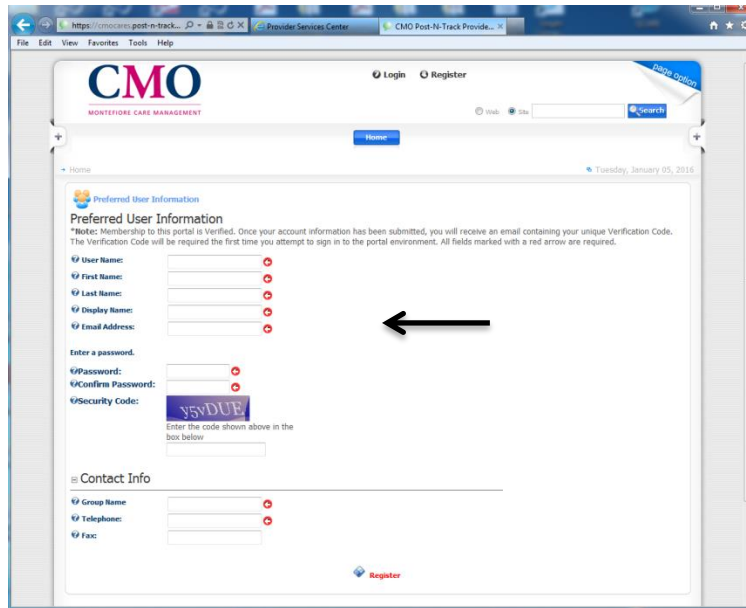
Step 3: Press the back button to return to the main screen. Click on “Log In.”



Step 4: Register by clicking on “Register.”

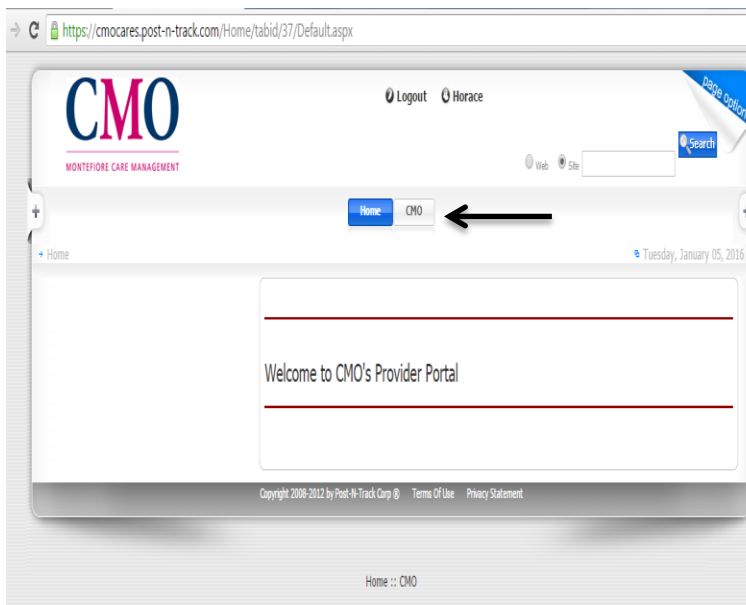


Step 5: Completely fill out this page. Each user must use their either personal or work email to register. You cannot share IDs or passwords. After you register, it will take 24 to 48 to gain full access to Post N Track.



The screenshot shows the registration page for the CMO Provider Portal. The page title is "Preferred User Information". A note states: "Note: Membership to this portal is Verified. Once your account information has been submitted, you will receive an email containing your unique Verification Code. The Verification Code will be required the first time you attempt to sign in to the portal environment. All fields marked with a red arrow are required." The form includes fields for: User Name, First Name, Last Name, Display Name, Email Address, Password, Confirm Password, Security Code (with a CAPTCHA image showing 'y5VDUE'), Group Name, Telephone, and Fax. A red arrow points to the Email Address field. A "Register" button is at the bottom.

Step 6: After 24 to 48 hours, you can log in to check your access status. If you see the “CMO” tab next to the “HOME” tab, this means that you have been granted full access to the portal and can now check claims status, member eligibility, and generate authorizations.



If you have any questions regarding registration, or need assistance generating an authorization, please reach out to CMO Provider Relations by calling 914-377-4477.