



# ATREZZO PROVIDER PORTAL REGISTRATION



# Atrezzo Provider Registration

- Kepro will send one provider administrator per provider/facility a secure email with a unique Registration Key
- The administrator will need this Registration Key in combination with the provider's National Provider Identifier (NPI) number to start the registration process

## Helpful Hints

- You will need the NPI for your facility to register
- Bookmark the Atrezzo URL to easily get back to it
- The Administrator should be someone on your team who will be able to add and manage users in the system
- The Administrator will be able to create new/unique accounts for other administrators and users at the facility

# Create an Account

Provider Administrator should

1. Go to the Atrezzo Provider Portal at <https://portal.kepro.com>
2. Click on the “Register Here” link under the login section
3. Enter your facility NPI and the registration code that you received via email from Kepro

Kepro™

**LOGIN**

USERNAME \*

PASSWORD \*

LOGIN >

If you don't already have a Kepro account, you can **an register here.**

[Forgot Password?](#)

Kepro™

Create a New Account - Specify Your Organization

NPI \*

PROVIDER REGISTRATION CODE \*

< LOGIN

NEXT >

Please refer to the registration section of the Atrezzo Connect Provider Portal End User Guide for more information on how to register. You can find this document on your payer-specific Kepro website.

## Helpful Hints

- Passwords must be 8-16 characters
  - One upper case letter
  - One lower case letter
  - One number
  - One special character
- Fields that have an asterisk (\*) by them are required fields.

# Administrator Registration – Create Account

- Complete your Account Information by creating a username, password and security question and answer. This will be used if you need to reset your password in the future.
- Complete the Contact Information section, click Next.
- Review the Terms of Use, click the acknowledgement check box, then click Continue.

Create a New Account - Enter User Information

### Account Information

USERNAME \*

PASSWORD \*

CONFIRM PASSWORD \*

SECRET QUESTION \*

SECRET ANSWER \*



### Contact Information

FIRST NAME \*

LAST NAME \*

ADDRESS 1

ADDRESS 2

CITY

State

Select State

ZIP CODE

EMAIL \*

CONFIRM EMAIL \*

Phone

Fax \*

Providers in receipt of Faxed determination letters: Official communication of service authorization will be sent to the fax number entered below.

\* - Required field

NEXT >



### KEPRO Portal - Terms of Use Agreement

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KEPRO PORTAL TERMS OF USE

1. This Terms of Use Agreement (the "Agreement") is between KEPRO, Inc. ("We", "Us" or "Our"), the group/practice entity that has been provided an ID (as defined in Section 3 below) using this Portal (as defined below) (the "Provider") and the Users (as defined in Section 2 below) (the Provider and Users shall collectively be "You" or "Your"). This Agreement governs the use of the KEPRO Portal, including without limitation, all software, insurance codes, graphics, logos, text, documentation, user guides, databases and compilations of all materials other than Patient Information (as defined in Section 6), enhancements, bug fixes, upgrades,

American Arbitration Association with such arbitration to occur in Harrisburg, Pennsylvania.

KEPRO, Inc. 777 East Park Drive Harrisburg, PA 17111 Toll-free: 800.222.0771 Phone: 717.564.8288 Fax: 717.564.3862 www.kepro.com

I have read and agree to these terms of use.

CONTINUE >

# Additional Resources & Support

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## Contact Info



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<http://wvaso.kepro.com/programs/nursing-facility-program/>

