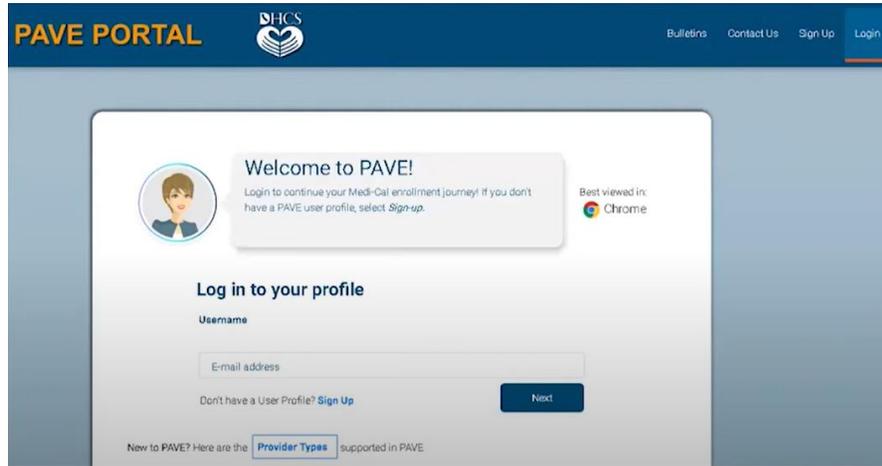


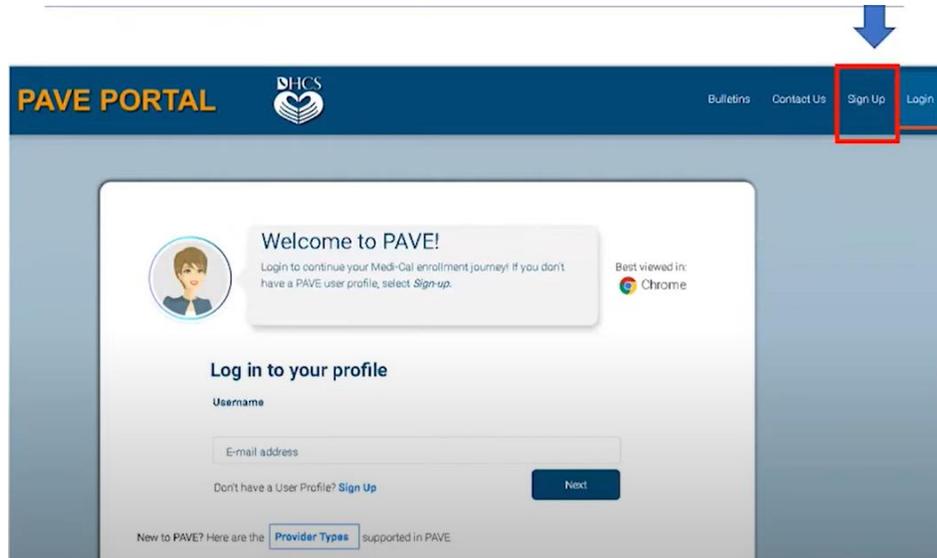
PAVE Profile Creation Instructional Guide

How to Create a PAVE User Profile

1. Access the log-in page of the [PAVE Portal](#).



2. Select "Sign Up."



3. Enter the following information:

- First name
- Last name
- Username
- Password
- Confirm “password”
- Telephone number
- Recovery email address (in case you forget your Username or Password). This can be your personal or business email address.
- Click on the box “I’m not a robot.”

The screenshot shows a web form titled "Create User Profile". The form contains the following fields and elements:

- Two input fields for "First name" and "Last name".
- A single input field for "Username".
- Two input fields for "Password" and "Confirm", with a small icon in the Confirm field.
- An input field for "Phone number" followed by a smaller, empty input field.
- A single input field for "Recovery email address".
- A reCAPTCHA widget with a blue "X" icon and the text "I'm not a robot".
- A "NEXT" button at the bottom right.
- Text at the bottom: "By selecting *Next*, you agree to the [Terms & Conditions](#) for PAVE Portal."
- Text at the bottom: "Best viewed in: Chrome".

4. PAVE requires a two-step verification when creating the user profile.

- You can elect to send a text message to your mobile telephone number.
- You can elect to get a call to your telephone number.
- You can have a message sent to your recovery email address.

Verify User Profile

Last step. Select the location where I can send you the 6-digit verification code. Once you enter the code, select Verify. Once the correct code is entered, I will log you in.

- Send text message to my phone number
- Call my phone number
- Send to my recovery email address

BACK NEXT

5. If you choose to have a verification code sent to your email, it will look like the following image:



Note: The verification code is only valid for 15 minutes.

6. Enter the verification code and click on “Verify” to finish creating the user profile.

Verify User Profile

Please enter your 6-digit verification code.
Sent via email to Tina.Becerra@dhcs.ca.gov.

Verification Code

This code will expire in 15 minutes and can be sent up to 5 times per day.

BACK CALL INSTEAD VERIFY

How to Create a PAVE Profile for New Enrollments

1. Once you have created your user profile, you will be prompted to create your PAVE profile.

PAVE Profile: New Enrollment

Create your PAVE Profile

NPI Number
1598712812

Thank you! It looks like your organization is new to PAVE. Enter the PAVE Profile name that represents your organization, *Create PAVE Profile*

PAVE Profile Name
JONATHAN ALIOTA

2. Enter your National Provider Identification (NPI) number and click “Verify.”

PAVE Profile: New Enrollment

Create your PAVE Profile

NPI Number
1598712812

Thank you! It looks like your organization is new to PAVE. Enter the PAVE Profile name that represents your organization, *Create PAVE Profile*

PAVE Profile Name
JONATHAN ALIOTA

3. Enter your provider name and click “Create my PAVE Profile.”

PAVE Profile: New Enrollment

Create your PAVE Profile

NPI Number
1598712812

Thank you! It looks like your organization is new to PAVE. Enter the PAVE Profile name that represents your organization, *Create PAVE Profile*

PAVE Profile Name
JONATHAN ALIOTA

This creates a brand-new PAVE profile that does not have any applications, accounts or messages.

How to Access an Existing PAVE Profile

1. Enter your NPI number and click "Verify."

PAVE Profile: Existing Enrollment

Create your PAVE Profile

A PAVE Profile is a workspace for groups or individual providers where applications and accounts are created.

 NPI Number

2. Instead of being asked to provide the PAVE profile name, you will be asked answer three questions that are known only by the provider.

PAVE Profile: Existing Enrollment

Create your PAVE Profile

 Okay, let's link your Pave account(s) with the ANAYA, JOSEP MD profile. All you need to do is answer 3 questions, 2 of which, are only known by the provider.

You can only have 3 mistakes per answer session. Select each question listed below to know what answer to give.

Let's complete the 3 questions. You have 3 attempts each time

First Question

Required value

- Once you have successfully answered the questions correctly, PAVE will then be allowed to access the provider's PAVE profile.

PAVE Profile: Existing Enrollment

Create your PAVE Profile

A PAVE Profile is a workspace for groups or individual providers where applications and accounts are created.

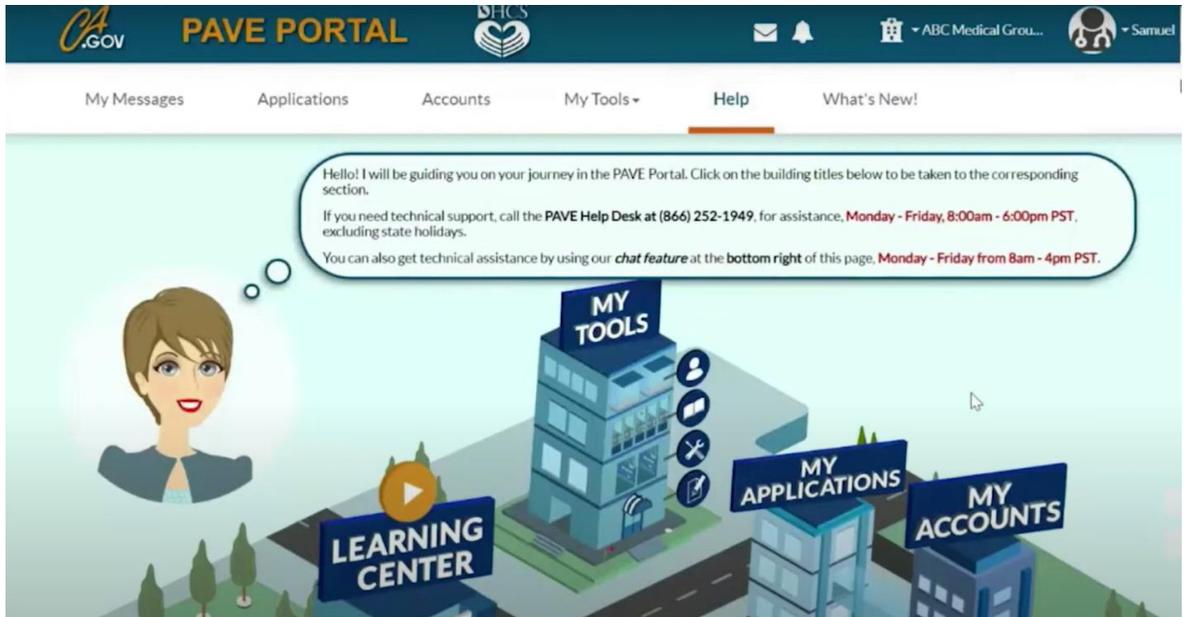
 NPI Number
 [Verify](#)

NPI 1245285048 is associated with PAVE Profile.
Andre P Marshall MD Inc belongs to this PAVE Profile
What would you like to do?

Do you want to join this profile? Send a Request to Admin Mary Foye

[Request to join as a guest](#)

- Once you have created your user profile and PAVE profile, you will be logged into your provider PAVE profile automatically. Note the information regarding the PAVE Help Desk and chat feature in the image below:



How to Create a PAVE Application

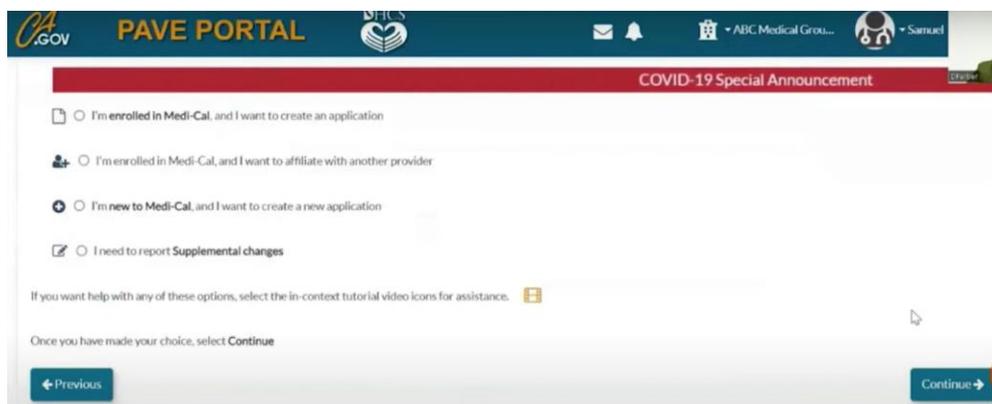
1. Click on the “Applications” tab.



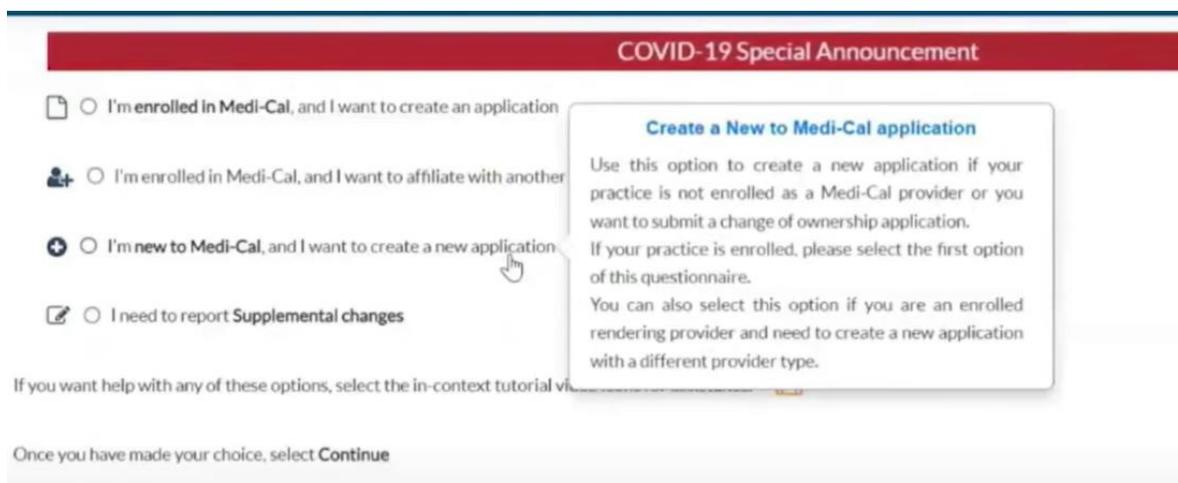
2. Next, select “New Application.”



3. You will be forwarded to the new application questionnaire. Answering these questions will help PAVE determine what type of application you need to complete.



4. If you're unsure about what the question is asking, hover your mouse over the question and a window will open to give you more clarity.



5. Select “I’m new to Medi-Cal, and I want to create a new application.” Then, additional selections will appear.



The screenshot shows a web form with a selected radio button option: "I'm new to Medi-Cal, and I want to create a new application". Below this, the question "What type of provider are you?" is followed by three radio button options, each with an icon and a "Save" button:

- I'm an individual licensed/certified healthcare practitioner 
- I'm a group of licensed/certified healthcare practitioners 
- I'm a healthcare business 

6. Depending on your situation, you can select either:

- I’m an individual provider, or
- I’m a group of individual providers.

If you’re unsure of the difference between the selections, hover your mouse over the selection and a window will open to provide more clarity.

Once you’ve selected, you will be taken to the next page, which will ask if you are a sole proprietor or group practice.

Note: If you are the sole owner of your business and it is organized as a legal entity, such as a corporation, LLC or partnership, use a Type 2 NPI.

7. The next page will ask about the provider's type of billing and services rendered. If you're not sure, hover your mouse over the selections for clarification.

COVID-19 Special Announcement

Individual billing practitioner

- I'm an Ordering/Referring/Prescribing provider
- I'm an individual sole proprietor
- I'm an incorporated individual practitioner
- I need to be reimbursed only for my services

Sole Proprietor

- I am using my **Type 1 NPI**.
- I will be submitting claims for services provided **only by me**, or by an **NMP** under my supervision.
- My **practice is not** incorporated or organized as a separate entity. My practice and I are **legally one** and the same.

Individual who renders services (to a Group billing practice or Physician Surgeon or a DMC clinic)

- I am a rendering provider working with a Medi-Cal Dental group
- I'm an individual provider. I'm working as part of a group and the group will be submitting claims for services I provide
- I'm a Substance Use Disorder Medical Director (SUDMD) or a Licensed Substance Use Disorder

8. Next, enter your NPI and click "Verify."

Start Application Business Structure **NPI** Provider Type Language

Okay, now that I know you want to create a new application, what is the NPI for this new application? Remember, if you selected sole proprietor you must enter a Type 1 NPI. Any other business entity type requires a Type 2 NPI.

National Provider Identifier (NPI) [Verify →](#)

9. PAVE will bring up your provider information, confirm the information is correct and click on "Yes."

Start Application Business Structure **NPI** Provider Type Language

Okay, now that I know you want to create a new application, what is the NPI for this new application? Remember, if you selected sole proprietor you must enter a Type 1 NPI. Any other business entity type requires a Type 2 NPI.

National Provider Identifier (NPI) [Verify →](#)

National Provider Identifier (NPI)	1114137742
Type	1-Individual
Business name	BOBBY SMITH, Chiropractor
Taxonomy code(s)	111NR0400X
NPPES address (registered)	8832 SIERRA AVE FONTANA, CA 923358649

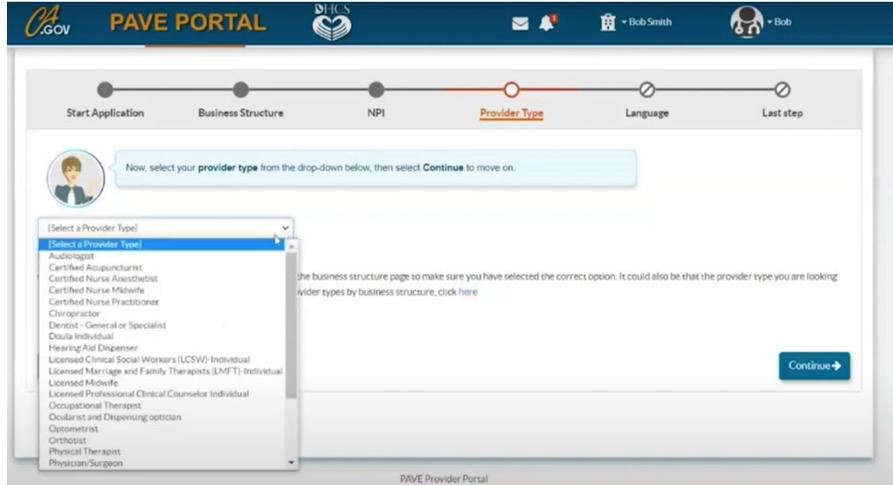
Is this the correct information?

Yes No

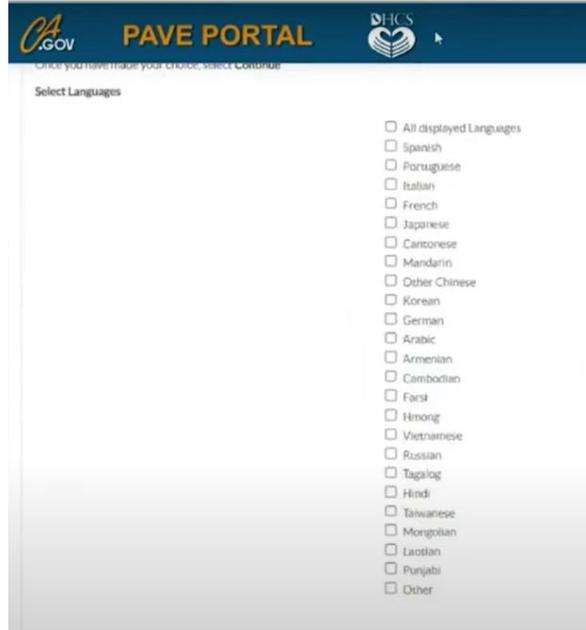
[Required value](#)

Once you have made your choice, select [Continue](#)

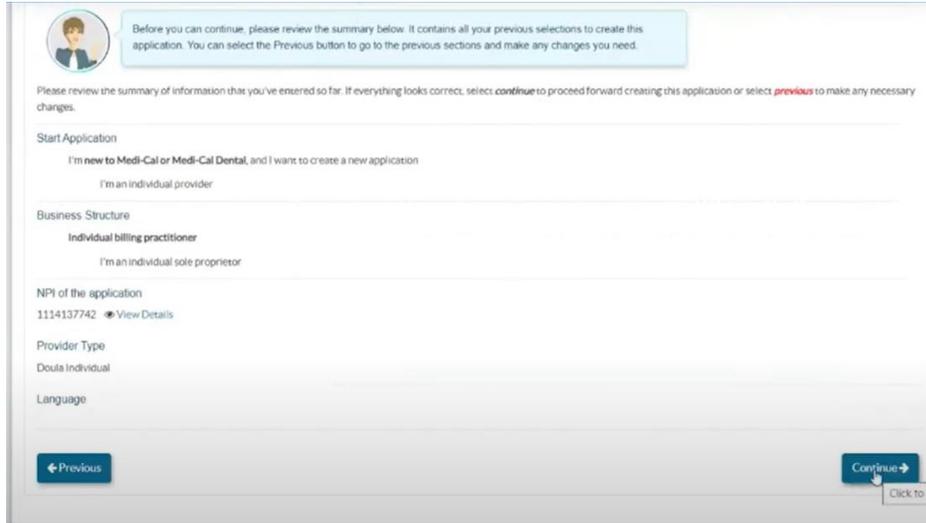
10. PAVE will now ask you to select the provider type from a drop-down menu. Select “Doula.”



11. Lastly, PAVE will ask what languages, other than English, are spoken at your practice.



12. You can review the summary and make any changes before you select “Continue” in the application.



Before you can continue, please review the summary below. It contains all your previous selections to create this application. You can select the Previous button to go to the previous sections and make any changes you need.

Please review the summary of information that you've entered so far. If everything looks correct, select **continue** to proceed forward creating this application or select **previous** to make any necessary changes.

Start Application
I'm new to Medi-Cal or Medi-Cal Dental, and I want to create a new application
I'm an individual provider

Business Structure
Individual billing practitioner
I'm an individual sole proprietor

NPI of the application
1114137742 [View Details](#)

Provider Type
Doute Individual

Language

[← Previous](#) [Continue →](#)
Click to s

Visit [The PAVE Navigator](#) web page for more information regarding PAVE navigation and step-by-step instructions for providers to reference when in the PAVE Portal.