



Customized • Dedicated • Service

Secure Online Services Provider Registration Instructions

Please enter <https://secure.cdsgrouphealth.com/main.asp> into your web address bar.
Then select Provider.

Click on the “Register” button to create your profile
Assign a user name that will be easy for you to remember.
Complete all required information on the registration page, then click “NEXT”.

Are you the servicing Provider or the Billing Service? If you are the Provider’s billing service, then your company name will need to be filled in, then click “NEXT”. If you are the Provider, please click “NEXT”.

Click on “ADD TINS” to add the Tax Id number that you wish to view for claims access. Enter the Providers Tax Id number, then click “NEXT”.

Select the boxes next to the Provider Name. For each seq tin, you will need to check the box if you would like access to those claims. Then click “SUBMIT”.

If you need to add additional TIN #'s, click on “ADD TINS”. If you do not need to add any other TIN's, click on “NEXT”. Verify that your information and the provider’s information is correct, then click “SUBMIT”.

CDS will verify you are authorized for access. Once this is complete you will be notified via mail or email with your password to begin using the system.

If you have any questions regarding the web site, or problems registering, please contact:

Customer Service

Phone: 800-455-4236

Email: cdshelpdesk@chw.edu