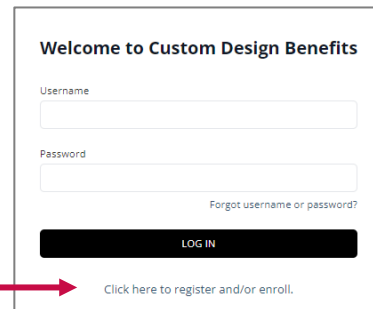# How to Register for the Provider Portal
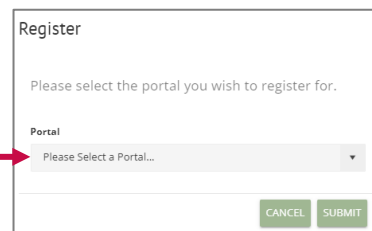
1. A registration code is required to register for the Provider Portal. **To get a registration code, contact Custom Design Benefits at 800.598.2929** Monday-Friday, 8am-5pm EST and **provide your TIN**.

2. After you have received your registration code, go to **www.CustomDesignBenefits.com**, click on **Providers,** then click on **Provider Portal.**
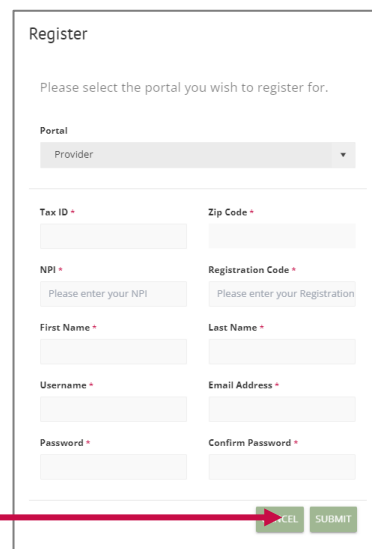
3. Click here to register.
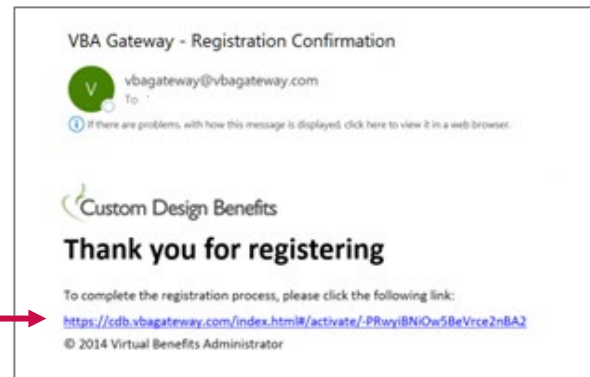
4. Select **Provider** in the dropdown menu.

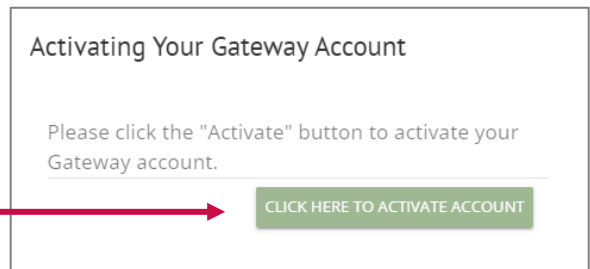5. Enter the required information and click **Submit**.

   Note: Username must be alphanumeric only, no special characters. Do not use your email as your username. Only enter your email address in the Email Address field.
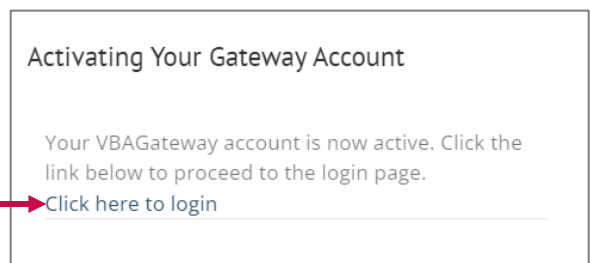
5. Look for an email from vbagateway@vbagateway.com. Click on the link in the email to complete the registration process.

> VBA Gateway - Registration Confirmation
>
> V   vbagateway@vbagateway.com
>   To
>
> (i) If there are problems with how this message is displayed, click here to view it in a web browser.
>
> Custom Design Benefits
> ## Thank you for registering
>
> To complete the registration process, please click the following link:
>
> https://cdb.vbagateway.com/index.html#/activate/-PRwyiBNiOw5BeVrce2nBA2
>
> © 2014 Virtual Benefits Administrator

6. Click to activate your account.

> Activating Your Gateway Account
>
> Please click the "Activate" button to activate your Gateway account.
>
> [CLICK HERE TO ACTIVATE ACCOUNT]

7. Click to login to the Provider Portal.

> Activating Your Gateway Account
>
> Your VBAGateway account is now active. Click the link below to proceed to the login page.
> Click here to login

8. Use the Provider Portal to
   - Check claim status
   - Look up member information
   - Submit online prior authorization
   - And more!

Please allow 24 to 48 hours before submitting a prior authorization to allow the system time to process your registration.

> Custom Design Benefits   PROVIDER
>   Welcome
>
> ⌂ Home
> 🗋 Claims   Online Prior Authorization
> 🔍 Member Lookup   Click below to request Inpatient or
> ⏲ Payee Information   Outpatient services or to check on the
> ⚙ Provider Portal Configuration   status of a previously submitted
> ✎ Create a Request   >   request.
> ✉ Message Center
>   CONNECT