# Accessing the Comagine Health Provider Portal (CHPP) via One Health Port

## User with a One Health Port Organizational ID

These instructions assume that your organizational ID is registered with One Health Port. One Health Port organizational ID numbers are generally a few letters followed by a few numbers and then -00 (e.g., gx8760-00).

If you don't know whether or not your organization is registered with One Health Port, follow this link to the One Health Port Frequently Asked Questions page and click on "What if I don't know whether my organization is registered yet or who is my Administrator?"
http://www.onehealthport.com/single-sign/frequently-asked-questions

***If you know your organization is NOT registered with One Health Port, you can get information for registering from this page as well. Washington State providers should obtain One Health Port access before requesting Comagine Health Provider Portal access.***

To determine if your organization's system administrator has granted you access to use the CHPP, please follow the steps below.

If you are unable to access the CHPP, you will need to contact your organization's system administrator to grant access for you. Comagine Health grants access to system administrators at each organization. The system administrators are responsible for granting access to the users at their facility.

If you do not know who is a system administrator at your organization, please send an email to WaGovtProviders@comagine.org to inquire. You must include your organizational ID or your One Health Port login (usually the first letter of your first name, followed by 5-6 letters of your last name and three numbers). Comagine Health staff will notify you of the system administrators at your facility who can grant you access to the system.

Go to the One Health Port Single Sign-On page: http://www.onehealthport.com/. Select "Login" from the Single Sign-On menu at the top of the page.




You will be taken to the page with all the sites participating in the single sign on program. Click on the "Select a Participating Site" menu and choose "Comagine Health" from the drop-down list.




From here, click Login and you will be taken to a screen where you enter your One Health Port username and password to log into the CHPP.




After clicking the login button, you will be at the screen where you can log into the CHPP.



If you are unable to log in, you will need to contact your organization's system administrator for access to the system.

If at this page your login and/or password are locked, you will need to contact One Health Port as that is they issue the login/password and can unlock users who access the CHPP via the Single Sign-On site. Comagine Health cannot unlock One Health Port user ID's.

If you do not know who your system administrator is, see the instructions at the beginning of this document.

For assistance, you can call Comagine Health at:

**Department of Labor & Industries**
800-541-2894

**Apple Health (Medicaid)**
888-213-7513