One Healthcare ID Registration & Login steps for WorldView
Why we are doing this?

United Healthcare (UHCG), our provider of the WorldView portal, has updated their data privacy policy to better protect your identity. This is best accomplished through Multi-Factor Authentication.

As a result, you will need to create a One Healthcare ID Account to help keep your information safe and secure.

This document is intended to serve as a guide to create the One Healthcare ID and how to login once it has been created.
Register with One Healthcare ID

(If you have already followed this process move to the next section: Login with One Healthcare ID)
1. **Choose Login option**

- Click on the WorldView Login button in the Constellis Intel Center

- This will take you to UHCG’s Global Intelligence Landing Page

- Choose the first option **Login/Register with One Healthcare ID**
2. Create One Healthcare ID

- You will be redirected to the One Healthcare ID sign-in page

- Choose **Create One Healthcare ID**
3. **Complete the Create One Healthcare ID registration form**

- Enter your First Name, Last Name, and Year of Birth
- Enter your Email Address
  - *Use an email address unique to you - not shared email addresses*
  - *Use an email address you can access easily*
- Create One Healthcare ID
  - *Do not use your email address*
  - *If the user ID you enter is already used you should choose a different one*
- Create Password
- Re-Type Password
- Click *I Agree*
4. Verify your email address

- You will receive an email with an activation code (if it doesn’t arrive within a few minutes, check your junk mail or click “Resend Email”):
  - From One Healthcare ID-NoReply (noreply@onehealthcareid.com)
  - Subject: Confirm your One Healthcare ID email address

- **Recommended Action:** Copy the 10 digit activation code from the email and paste it into the “10-digit activation code” box. Then click “Next”.

- **Not Recommended:** If you choose to click the Activate my One Healthcare ID” link it will verify your email address but you may be required to login again to continue. Depending on your personal set up the steps can be different, so are not shown here.

*This is an example of the email you will receive:*

![Example Email]

**Next Step: Verify Your Email Address**

1. Check your email inbox (tec***qi@getmada.com) for a message from One Healthcare ID (noreply@onehealthcareid.com).

2. Click on the activation link in the email or enter the 10-digit activation code.

- 10-digit activation code
  - Next
  - Cancel

Still waiting for your activation code? Resend email or update email address.

If you don’t see it, check your junk or spam folders. You may need to resend the message or add our address to your approved senders.

If you’d like assistance, contact support at 1(855)819-5909 or optumsupport@optum.com.
5. Complete verification and accept the terms

♦ If the activation code entered in the previous steps is accepted you will see the Email Address Verified message. Click “Continue” to proceed to the next page.

♦ If the code was not accepted you will be directed to repeat this process.

♦ Read the terms and click I Agree to proceed to the next page.
6. Register your new account to the Constellis UHCG ID

- Enter the UHCG ID# **902295376**
  (Note: The ID number shown here is the only number you should use here and is the same ID# for all Constellis Clients)

- Click **Submit** to complete your registration

You have now completed your initial registration and you are logged into WorldView.

See the next slides for steps on how to login next time.
Login with One Healthcare ID

(You must first complete the process to ‘Register for a One Healthcare ID’)

1. **Choose Login option**

- Click on the WorldView Login button in the Constellis Intel Center
- This will take you to UHCG’s Global Intelligence Landing Page
- Choose the first option **Login/Register with One Healthcare ID**
2. Login with One Healthcare ID

- You will be redirected to the One Healthcare ID sign-in page

- Enter your **One Healthcare ID** and **password** and click **Sign In**
3. Receive and enter your one-time Access Code

♦ You will receive an email with a one-time access code (if it doesn’t arrive within a few minutes check your junk mail or click “Resend Email”):
  o From: One Healthcare ID-NoReply (noreply@onehealthcareid.com)
  o Subject: Access Code Notification.

♦ Copy the 7 digit one-time access code from the email and paste it into the “Access Code” box. Then click “Next”.

♦ **Recommended Action**: If you are using your own computer or device **tick the box** for “Skip this step when signing in because this device is personal or private.” This means you won’t need to do this step again, if you are using the same computer or device.

♦ Click **Next** to proceed.

This is an example of the email you will receive:

![Email example](image)

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**Sign In: Access Code**

We’ve sent you an email to tec***qi@getnada.com. Type the code from the message here to verify your identity and sign in. You can bypass this step in the future by checking the box.

Access Code

Still waiting for your access code? **Resend Email**

Check your email for a message from One Healthcare ID (noreply@onehealthcareid.com). If you don’t see it, check your junk or spam folders. You may need to resend the message or add our address to your list of approved senders.

**Skip this step when signing in because this device is personal or private.**

Next Cancel

If you’d like assistance, contact support at 1(855)819-5909 or optumsupport@optum.com.

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You have now logged into WorldView
What you will see once you’ve logged in
One Healthcare ID Assistance and Help
Managing Your One Healthcare ID

♦ Click on the WorldView Login button in the Constellis Intel Center

♦ Click the Login/Register with One Healthcare ID button
Managing Your One Healthcare ID

Sign In With Your One Healthcare ID

One Healthcare ID or email address

Password

Sign In

Forgot One Healthcare ID | Forgot Password

Additional options:
- Create One Healthcare ID
- Manage your One Healthcare ID
- What is One Healthcare ID?

Sign In to Manage Your One Healthcare ID

Sign in here to view and update your profile, including account recovery and security options.

One Healthcare ID or email address

Password

Manage My One Healthcare ID | Cancel

Forgot One Healthcare ID | Forgot Password

Select “Manage your One Healthcare ID”

Enter your One Healthcare ID or your email address

Enter your Password
Managing Your One Healthcare ID

Keep your profile up-to-date, change your One Healthcare ID or password, and manage the options for verifying your identity.

Options to Manage your One Healthcare ID

From the “Update Profile” tab you can:
- Update your name
- Change your address
- Select notification option

From the “Sign In Info” tab you can:
- Change Password
- Change your Healthcare ID

From the “Verification Options” tab you can:
- Change security questions
- Change communication methods
- Add a second email or phone number
General Self Help

♦ From the One Healthcare ID Login Page a user can access the online Help information.

♦ Users are presented with the most relevant article, or they can use the “How to….” depending on which page is displayed.

If additional assistance is needed please email our GSOC on crisisresponseinfo@Constellis.com