



NPPES Account Creation Procedures

National Provider Identifiers (NPIs) are administered by the National Plan & Provider Enumeration System (NPPES). To apply for an NPI, first you must create an account from the NPPES website. To do so, follow these steps:

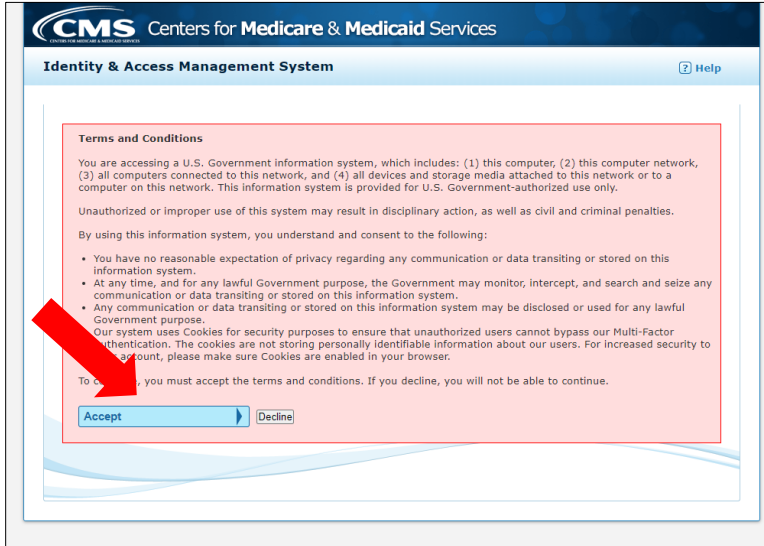
1. Go to <https://nppes.cms.hhs.gov/#/>.
2. Click **CREATE** or **MANAGE AN ACCOUNT**

The screenshot shows the NPPES website interface. At the top left is the NPPES logo with the tagline 'National Plan & Provider Enumeration System'. To the right is a search bar and a help icon. The page is divided into two main sections. On the left, under 'Registered User Sign In', there are input fields for 'User ID' and 'Password', a 'SIGN IN' button, and a 'FORGOT USER ID OR PASSWORD?' link. On the right, under 'Create a New Account', there is a 'CREATE or MANAGE AN ACCOUNT' button highlighted with a red arrow. Below these sections is an 'ANNOUNCEMENTS' section with three video thumbnails: 'NPPES Web Application', 'What's New in NPPES version 3.0', and 'NPPES What You Need to Know'.

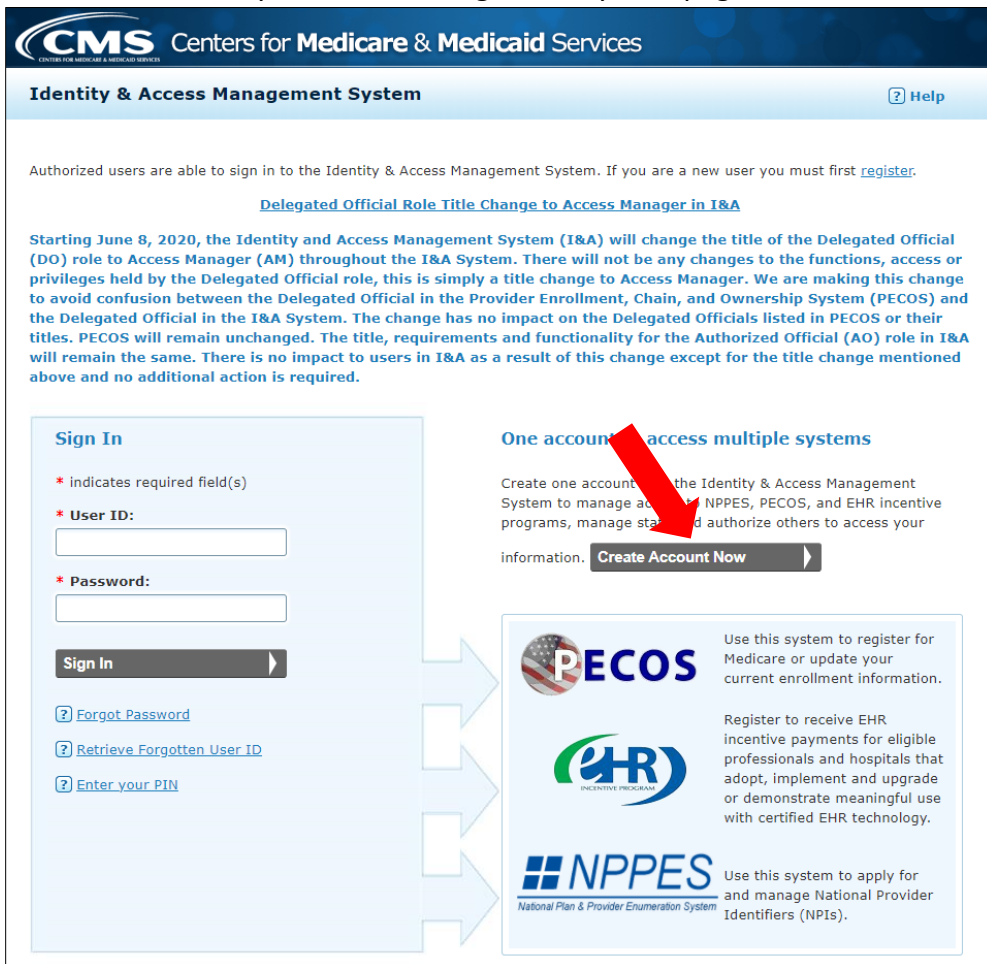
3. A pop-up window will appear to redirect you to another page where you will be able to create a User ID and Password. Click **OK** to continue.



4. Review the Terms and Conditions and select **Accept** to continue.



5. Next, on the Identify & Access Management System page, select **“Create Account Now”**.

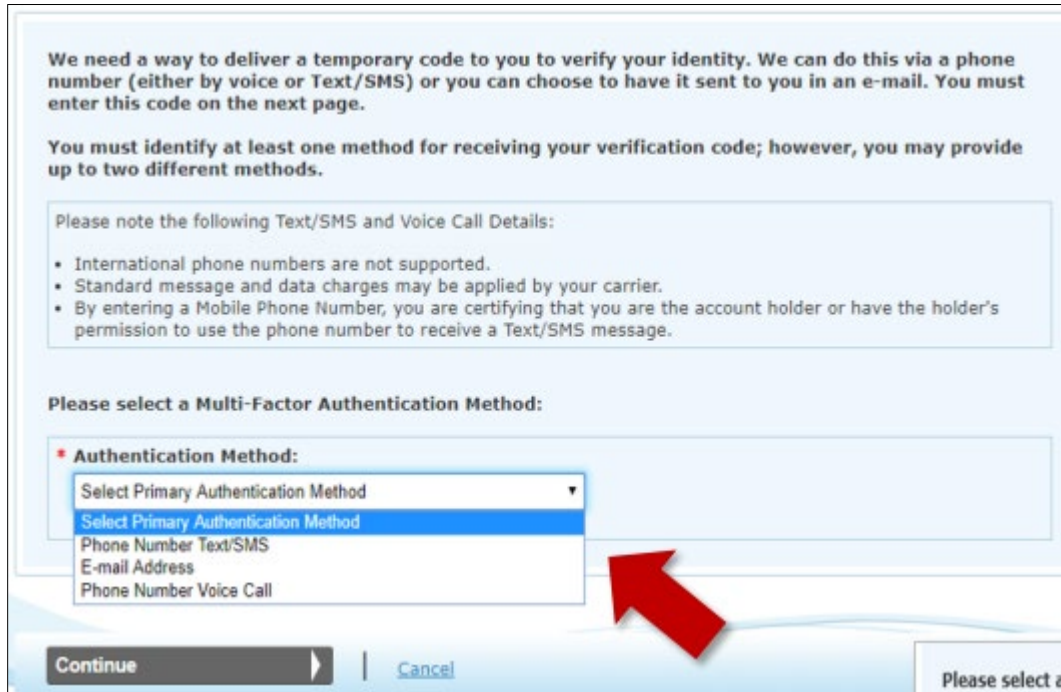




6. On the User Registration screen, complete all required (*) fields to link an email address to your account. Click **Submit** to continue.
7. Next, create your User ID and Password on the User Registration-User Security page. Both will need to be in compliance with the NPPES guidelines listed on the page. In addition, select and answer five different security questions and click **Continue** to advance to the next screen.

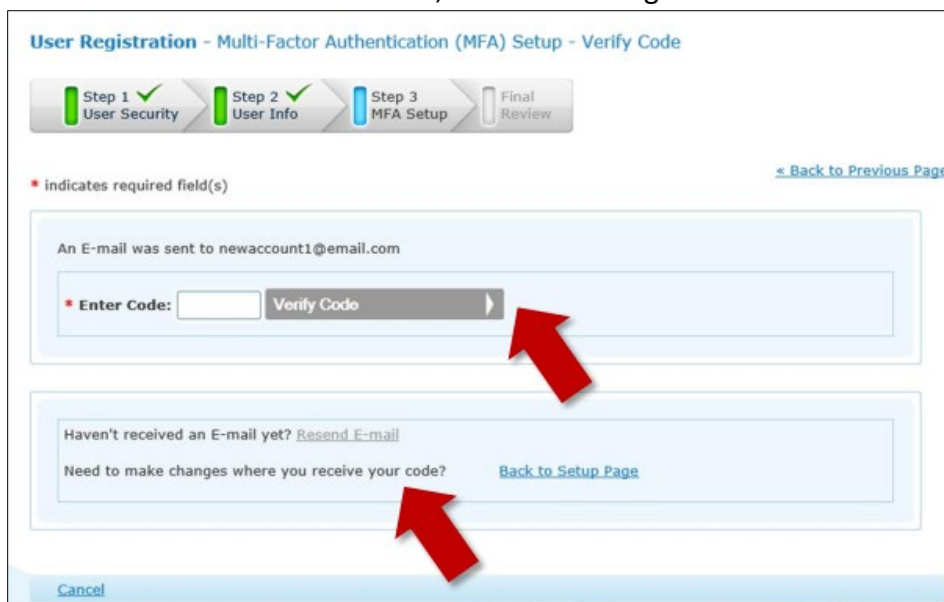
8. Complete all required (*) fields on the User Registration-User Information and then click **Continue**. *Note: If the address entered does not match the official US Postal Service format for your residence a pop-up window will appear asking if you would rather use the standardized format or the address entered. Make your selection and click **Continue**.*

9. NPPES will want to verify your identity by sending you a temporary code using the method of your choosing. Click on the drop-down menu to select your authentication method and click **Continue**.



Depending on the method selected, certain other information will be requested.

10. Once the code has been received, enter the six digit code and select **Verify Code**.



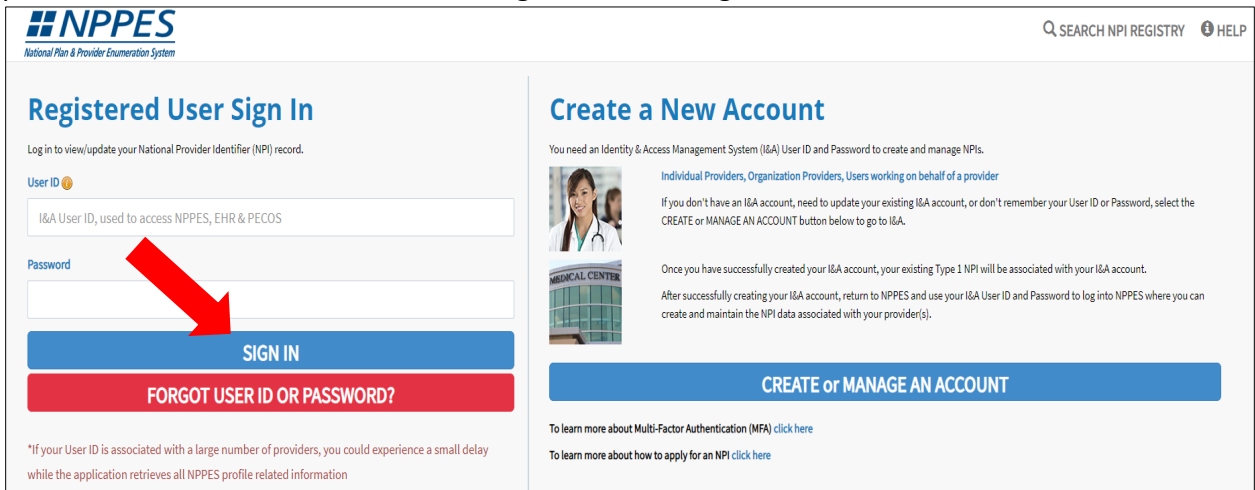
Note: If you do not receive your code promptly, you can request it be resent from this page.



- 11. The next screen prompted will allow you to select an alternative authentication method. **Click Begin Alternative Setup** to do so or simply click **Complete Registration** to proceed to the final screen.
- 12. Congratulations, your account has been successfully created. In order to begin the NPI application process you will first need to log out of the Identity & Access module by clicking **Sign Out**.



- 13. To begin the NPI application process, return to the home page, enter your User ID and password, and select **SIGN IN** on the Registered User Sign In module.



- 14. NPPES will require authentication to allow you to proceed. Select your preferred method and click **SEND VERIFICATION CODE**.



15. Once received, enter the code and click **VERIFY CODE**.

Multi-Factor Authentication (MFA)

* Indicates Required fields.

* Select where you wish to receive your verification code:

Primary Authentication Method: Email Address: [REDACTED]

Need to make changes to where you receive your verification code? [Go to I&A and Reset MFA](#)

* Are you logging in to the system on a Public or Private device?

Public Device ⓘ

Private Device ⓘ

* Enter Code:

Haven't received the code yet or need a new code?

This will log you into the system so that you can begin the application process.