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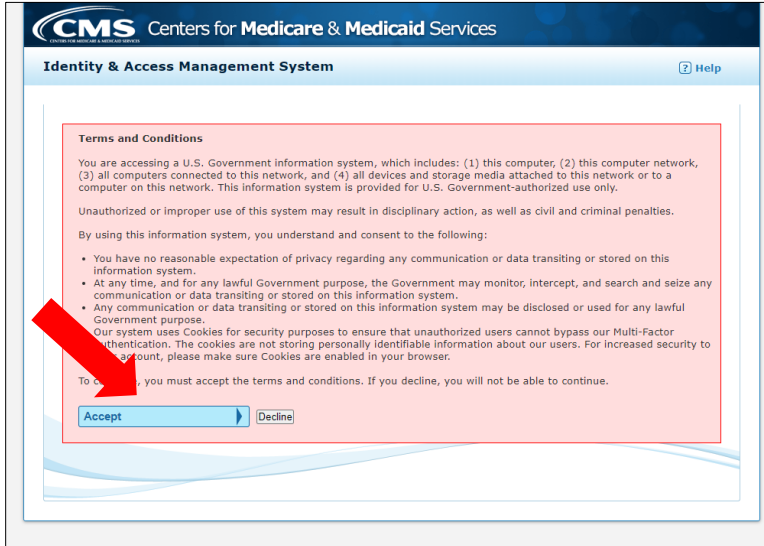
1. Go to https://nppes.cms.hhs.gov/#/.
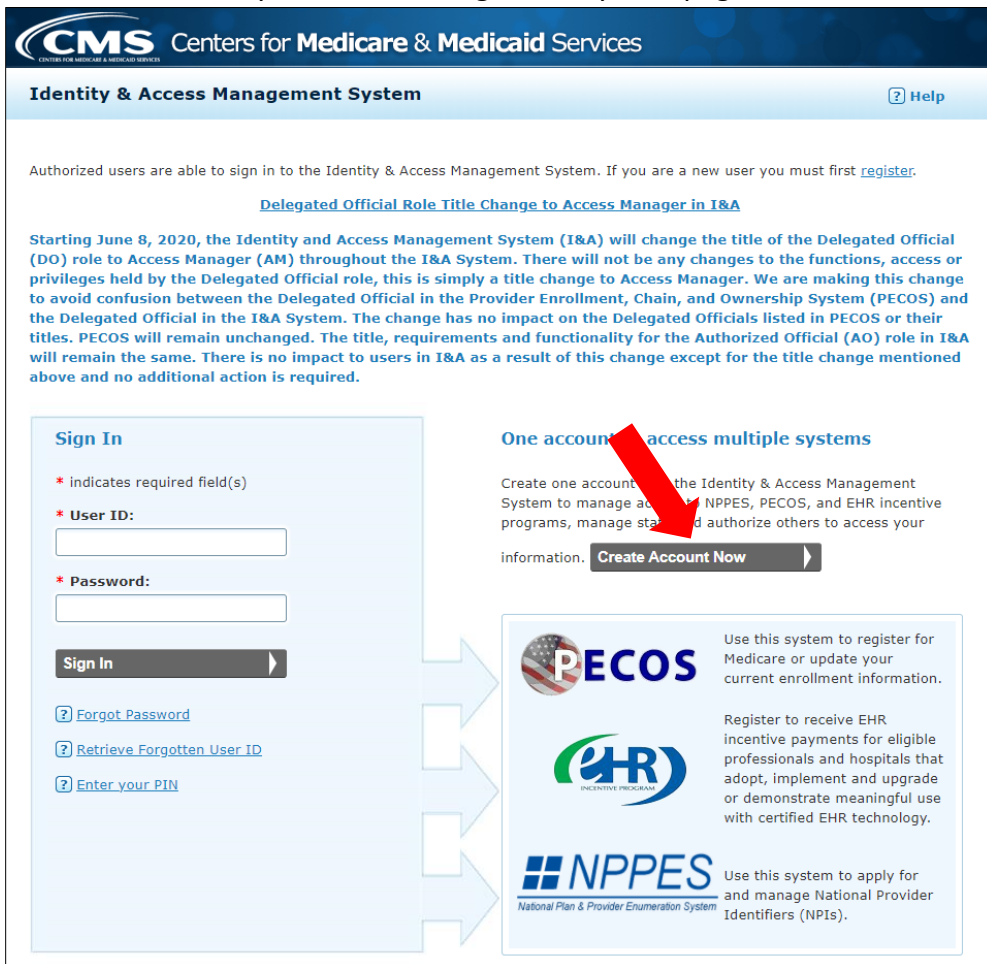
2. Click **CREATE or MANAGE AN ACCOUNT**

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**".
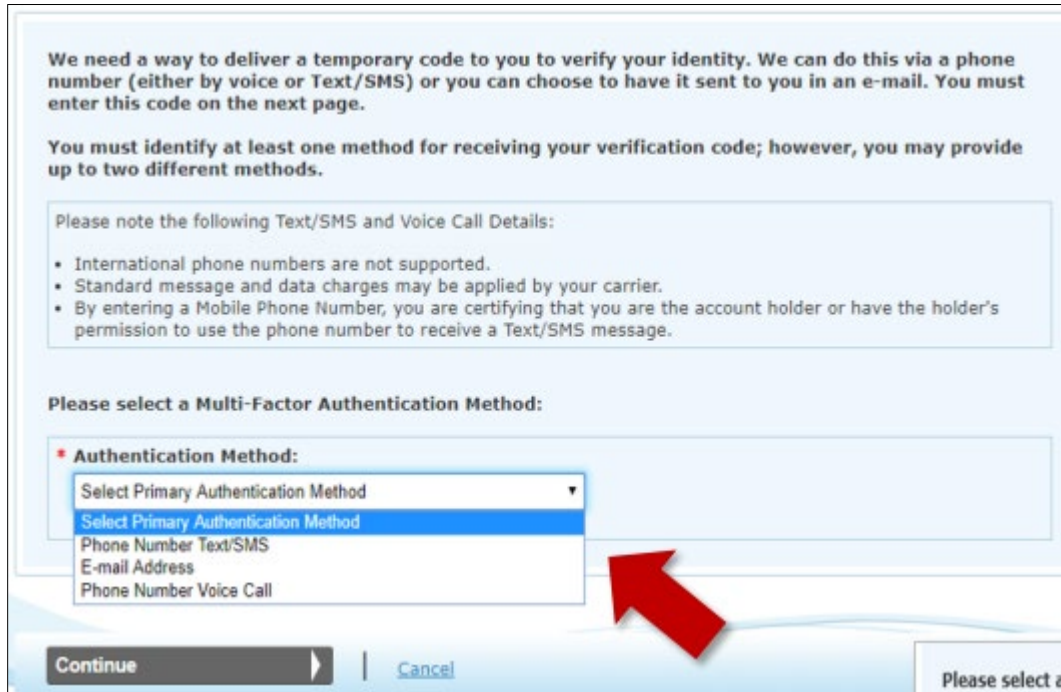
6. On the User Registration screen, complete all required (*) fields to link an email address to your account. Click **Submit** to continue.

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.
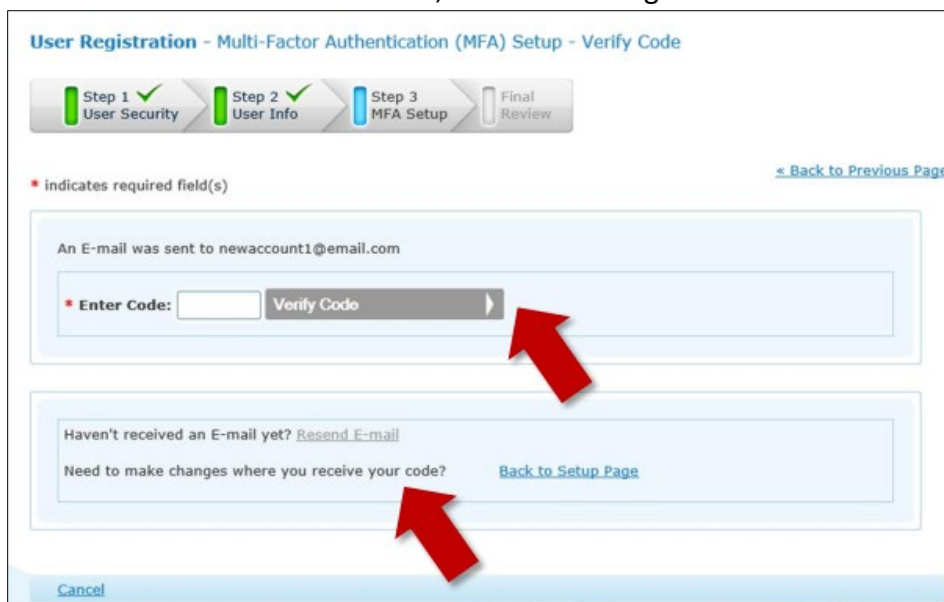

8. *Complete all required (*) fields on the User Registration-User Information and then click* **Continue**. *Note: If the address entered does not match the official US Postal Service format for your residence a pop-up window will appear asking if you would rather use the standardized format or the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

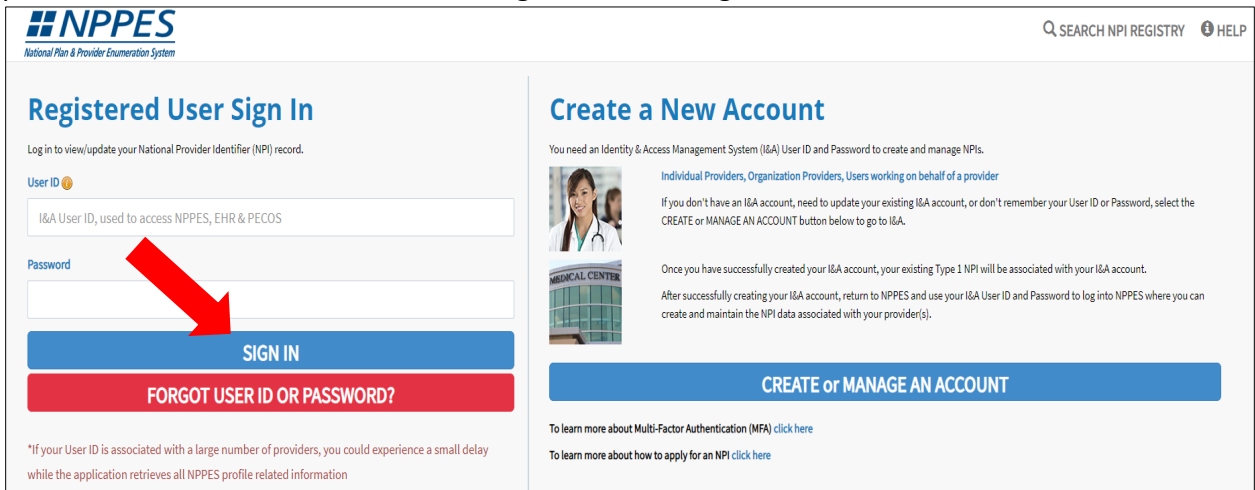10. Once the code has been received, enter the six digit code and select **Verify Code**.

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**.

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