**Cenpatico Provider Portal – How to Grant Access to Authorizations**
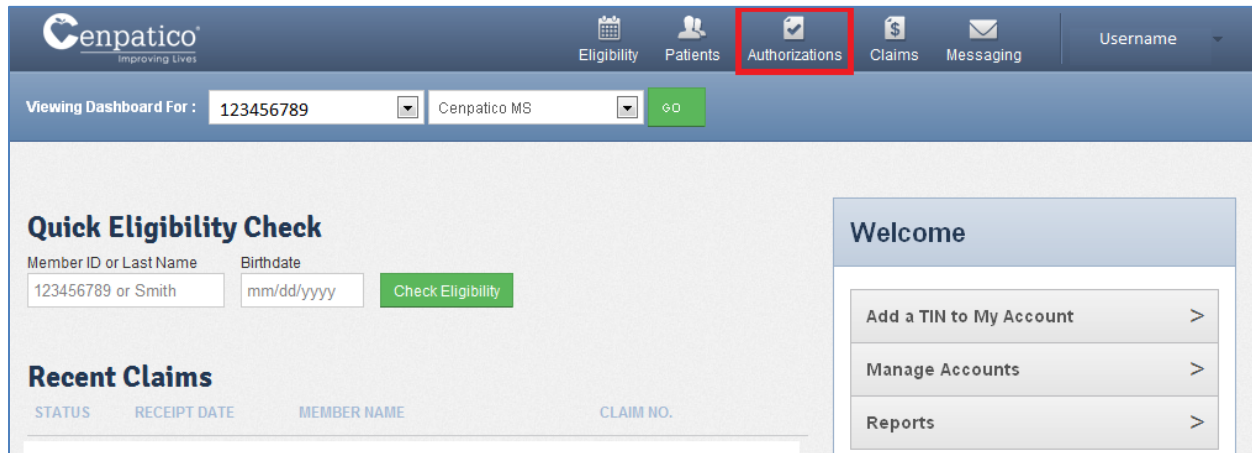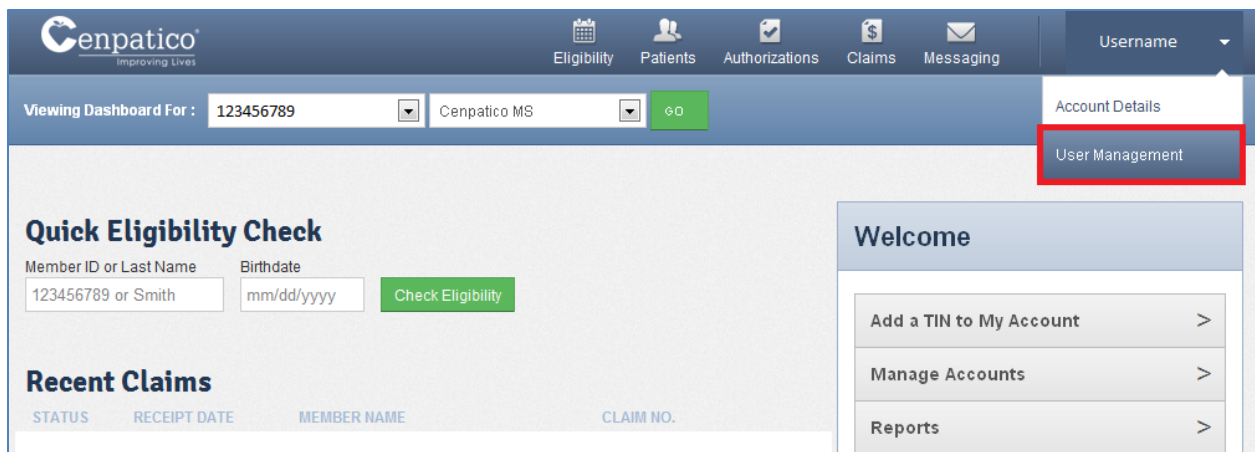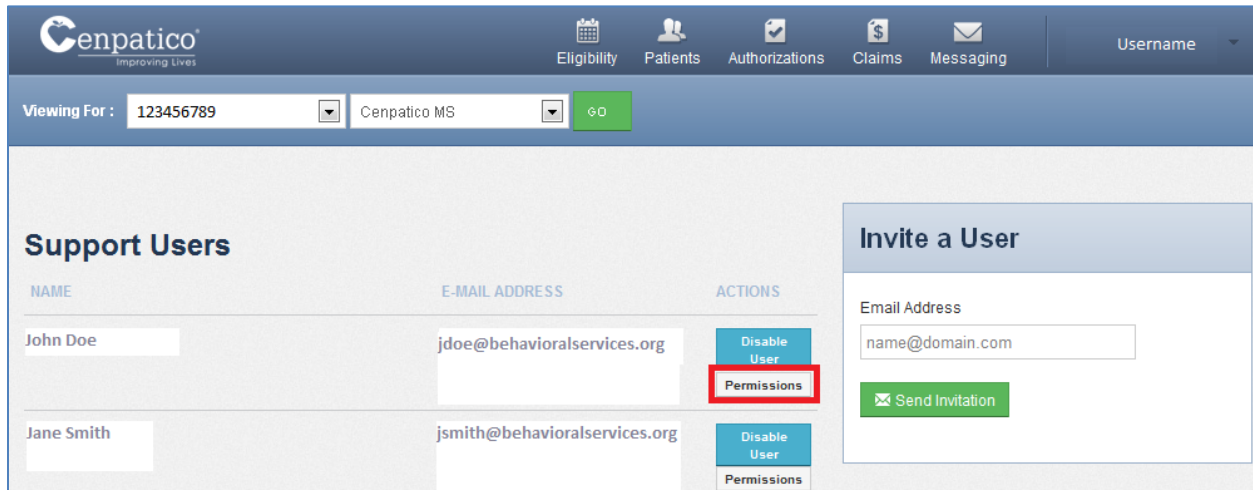
- Providers can now access the Authorization tab to view and create authorizations for Behavioral Health and Substance Use services.



- In order to modify access to other accounts within a given Tax ID number. The account manager will need to follow these steps:

1. Click on the top right corner of the screen where the username is displayed and select "User Management" from the options given.

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2. The following screen will populate a list of accounts tied to this Tax ID number. Click the "Permissions" button for the account that needs to be modified.
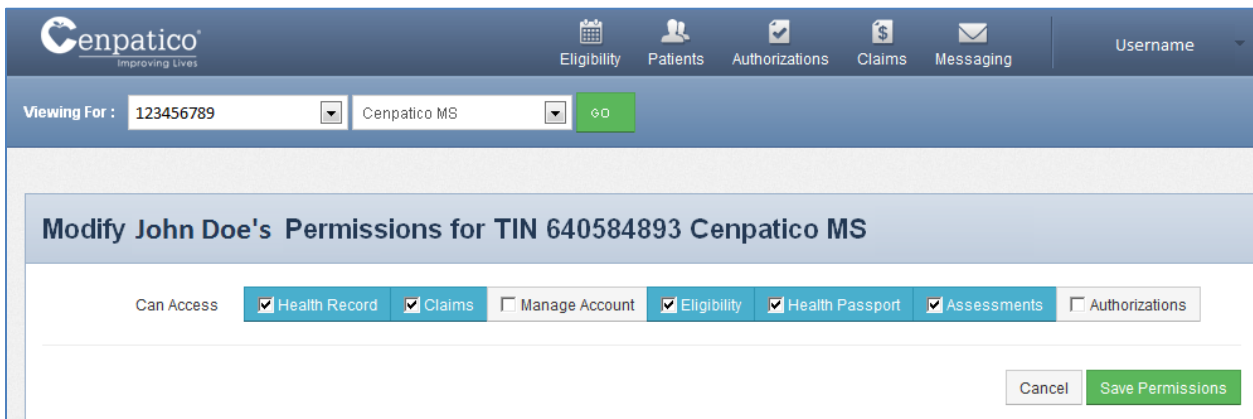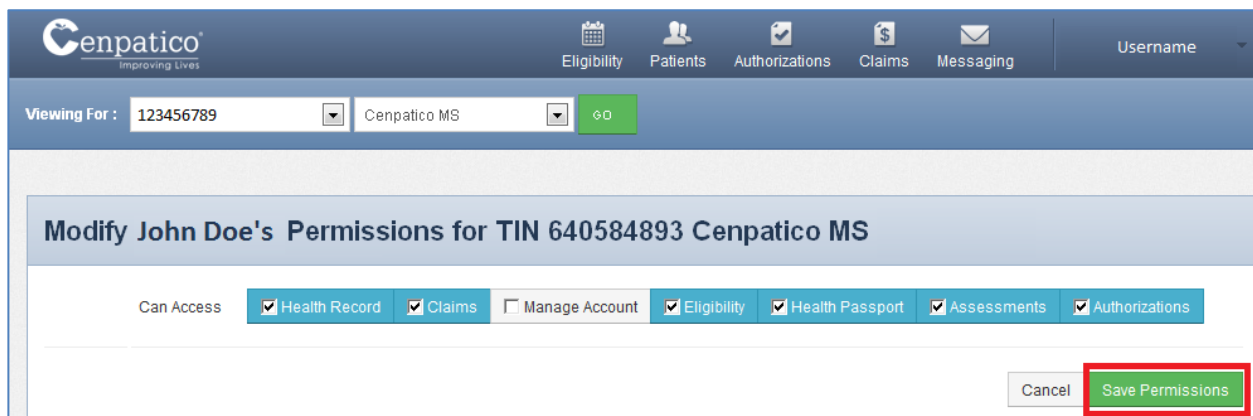


3. From this screen you'll be able to modify the type of access this user has. Select the "Authorizations" box and click the green "Save Permissions" button as shown below.
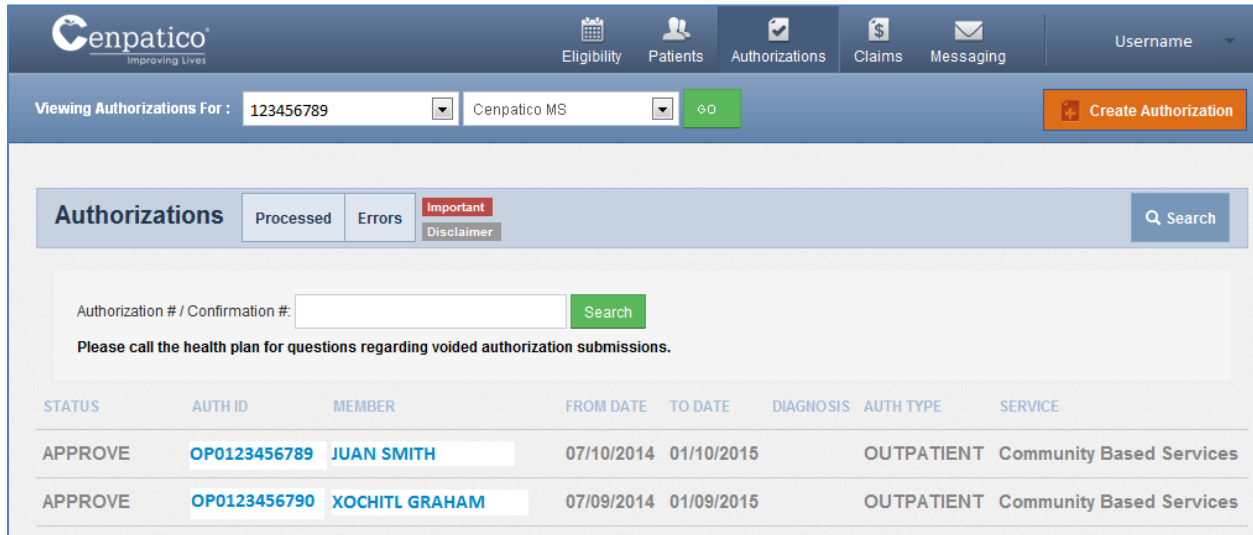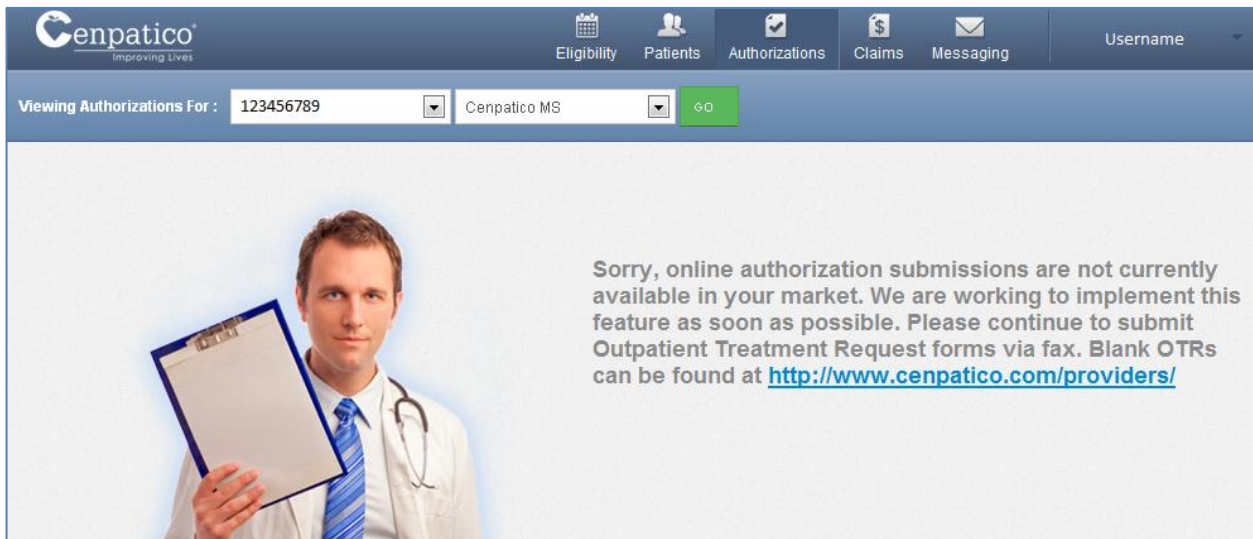
4. Once the changes have been made, the user should have full access to view existing authorizations and create new requests through the portal.



- If a provider encounters the error message shown below, they must contact their account manager to gain access to this tool.

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