

OPTUM WEBSITE REGISTRATION

WELCOME TO THE NEW OPTUM SAN DIEGO WEBSITE

With the launch of the new site, we have integrated the Optum ID secure login system to ensure greater protection for secure files on the website. These secure files are reserved for County of San Diego's employees and Organizational Providers who have access to Cerner Community Behavioral Health (CCBH), the San Diego County's electronic health record. Optum ID also features self-service for password administration.

The registration process is a two-step process:

1. Optum ID registration form
2. Optum San Diego website registration form

PART ONE: OPTUM ID REGISTRATION FORM

The **Register** link is located on the top right of each webpage. The link will take you to the first page of the **Optum ID registration**.



Create your Optum ID

* Required

First Name * Middle Name Last Name * Suffix

Year of Birth * (mm) (yy)

A confirmation link will be sent to the email address entered below.

Email * Confirm Email *

Username *

Password * Confirm Password *

Mobile Phone
555-555-5555

Security Question 1 *
- Select -

Answer 1 *

Security Question 2 *
- Select -

Answer 2 *

Security Question 3 *
- Select -

Answer 3 *

By selecting this checkbox, I agree that I have read, understood and agree to the Optum ID [Terms and Con](#)

Username rules

- Must be 6-20 characters
- Must contain 1 alpha character
- May not contain spaces
- Only alphanumeric and hyphens

Password rules

- A minimum of 8 characters in length
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 numeric character
- At least 1 non-alphanumeric character

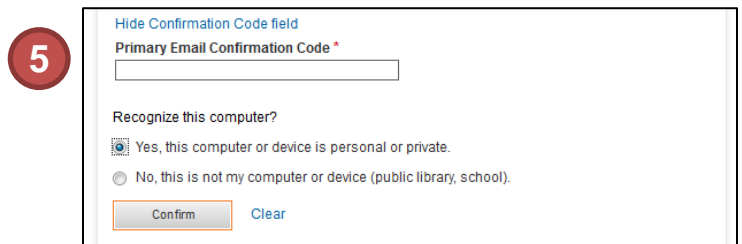
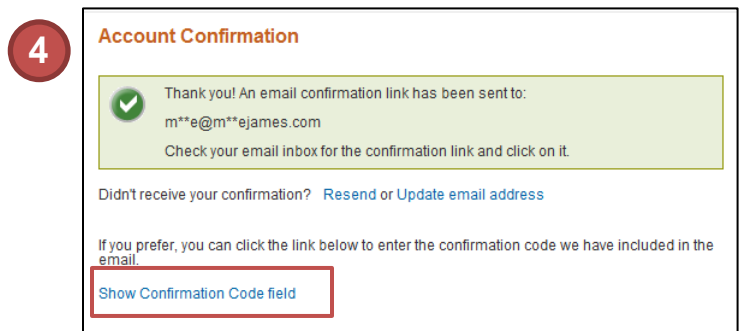
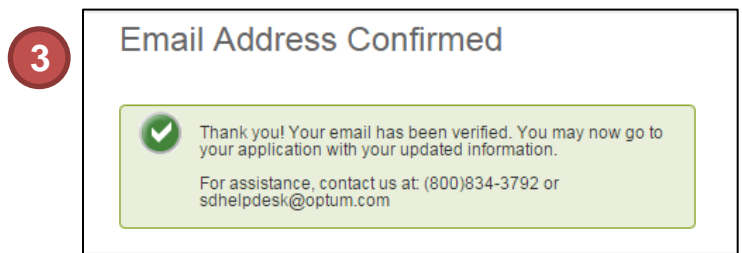
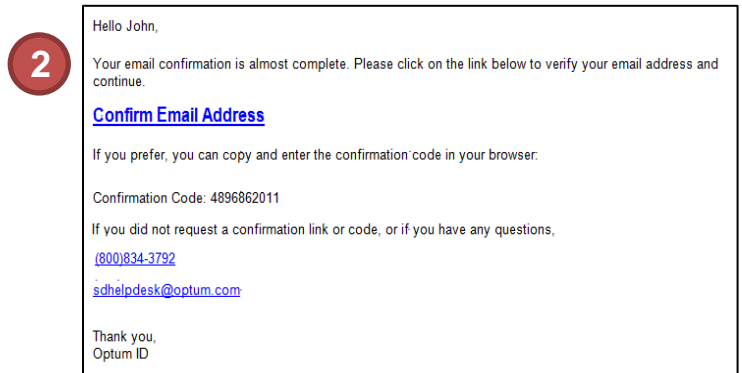
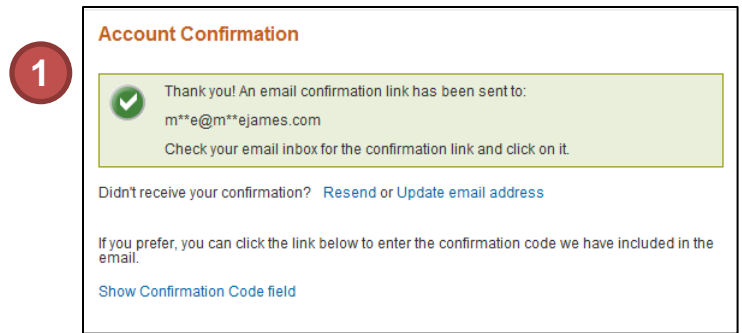
Note: The Security Questions will be used for future password reset or username recovery.

Once you submit the Registration Form, the next step is confirming your account.

1. Check your email inbox for your **confirmation email**.
 - If you haven't received the confirmation email in your inbox, check the spam folder.
 - If you haven't received an email after a few minutes, click on **Resend** on the Account Confirmation page.
 - Still haven't received an email? Click on **Update your email address** to check your email address or to use alternate email address.
2. Click on the **Confirm Email Address** link located in the email. This link will take you to a webpage to verify your email.
3. Once you have confirmed your account, click on **Continue** to forward to the **Optum San Diego website Registration form**.

OR

4. If the email link fails, click on the **Show Confirmation Code** field on the Account Confirmation webpage.
5. Copy the **Confirmation Code** from the email and paste it into the Primary Email Confirmation Code field. Click on **Confirm**. You will be forwarded to the **Optum San Diego website registration form**.



PART TWO: OPTUM SAN DIEGO WEBSITE REGISTRATION FORM

OPTUM™ San Diego Logoff | Site Map

County Staff & Providers Access & Crisis Line Consumers & Families Community Resources About Us

Home > Registration

Registration

The password protected area of the website is reserved for County employees and Organizational Providers who have access to CCBH (formerly Anasazi), the County's electronic health record. You are required to have a **CCBH (Staff) ID**. A request from an individual who is not a County employee or Organizational Provider will not be approved.

Please enter the following information:

CCBH ID*	<input type="text"/>
Phone*	<input type="text"/>
Phone Ext	<input type="text"/>
Fax #	<input type="text"/>
Legal Entity*	<input type="text"/>
Program Name*	<input type="text"/>
Job Title*	<input type="text"/>
Supervisor*	<input type="text"/>
Supervisor Phone*	<input type="text"/>
Program Mgr*	<input type="text"/>
Program Mgr Phone*	<input type="text"/>

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You will need to complete the registration form for access to the Optum San Diego website. This Registration information is forwarded to the Optum Support Desk to confirm you are authorized to have access to the secure files.

Your request will be processed within one business day. You will receive an **email** once your account has been activated.

From: "SAN DIEGO Portal" <no-reply@optum.com>
Date: Sep 9, 2015 2:52 PM
Subject: Your Optum San Diego Secure Access has been Approved
To: "
Cc:

Your Secure Access for the Optum San Diego website has been approved. Please login to (need to change on launch) <http://optumsandiego.com/content/sandiego/en.html> with your OptumID.

If you require assistance or have any questions please contact us at [800-834-3792](tel:800-834-3792) or email us at sdhelpdesk@optum.com

Thank you,
Optum San Diego Support Desk

On initial launch of the website please **Logoff** then **Login** to view Secure Documents.