

Quick Reference Guide

New Portal Login Process

Step One

You will receive an email from sender "Okta <<u>noreply@okta.com></u>". It will contain a unique link for your account setup. Click on the green "Activate Okta Account" button within 7 days of receipt.

Note: Please do not use any other links in this email. Use only the "**Activate Okta Account**" link.



Step Two

You will be asked to create your account by entering a **new password** and adding a **phone number**. We recommend using your personal cellphone number as this phone number will be used for automated account verification calls.

0	Enter new password
	Password requirements:
	At least 8 characters
	A lowercase letter
	An uppercase letter
	A number
	A symbol
	 No parts of your username
	Does not include your first name
	 Does not include your last name
	 Your password cannot be any of your last 24 passwords
	 At least 2 day(s) must have elapsed since you last changed your
	password
	Repeat new password
	Add a phone number for resetting your password or unlocking your account using SMS (optional)
	Okta can cand you a taxt massage with a recovery code. This feature is
	useful when you don't have access to your email.

Step Three

Once you complete these steps, the system will verify your phone number with you by calling it and providing a code to you. Enter the code and click **Verify**. Then, click **Done**.



Step Four



For questions, please email:

Providers: <u>MRxPR@MagellanHealth.com</u> Health Plans: <u>MRxHPInquiries@MagellanHealth.com</u>