How to Register/Add a Partner Organization

HHS Enterprise Portal

Document Notes

- This is an inactive pdf document. Perform the requested action on each page to continue to the next page.

- The action described in this document can only be performed by whose who have been assigned the "Partner Organization Managers" role. If you do not have those permissions or if you are unsure, contact the help desk.

Click here to continue

Start by clicking the **Manage Partner Organizations** link under **Provisioning Tools** on the **Main Menu**.

Provisioning Tools
Manage Partner Organizations

Access Management
Notifications
Manage Access
View Agreements

Applications
eVPN
LMS
OAG

Broadcasts

The HHS Enterprise Portal is a secure, easy-to-use interface for accessing or requesting access to dozens of state applications, services, and assets.

View Details

On the **Manage Partner Organizations** screen, select **Add Organization**.

Manage Partner Organizations

Add Organization

Search for an existing Partner Organization by providing its name and/or Tax Identification Number.

Tax Identification Number

Organization Name

Clear   Search

On the **Add Partner Organization** screen, enter the organization's details.
All fields are required except for **Description**.

Add Partner Organization

Organization Name *

Tax Identification Name *

Description

Contact Name *

Contact Phone*

Contact Email*

HHS Agency Sponsor*   Search Agency Sponsor

Back   Submit

Click here to continue

To add an agency sponsor:

Select the **Search Agency Sponsor** lookup beside **HHS Agency Sponsor**.

Add Partner Organization

Organization Name *	Austin Women's Health Center
Tax Identification Name *	11223344556
Description	
Contact Name *	Kaya Dylan
Contact Phone*	512-555-5555
Contact Email*	kaya.dylan@womenshealth.org
HHS Agency Sponsor*	Search Agency Sponsor

Back   Submit

What is an Agency Sponsor? An HHS employee who will receive communications regarding the partner organization until appropriate approvers have been assigned.

On the **Search for User** screen, enter information in at least one field and select **Search**.

Search for User

Last Name	Phillips
First Name	
Username/EID	
Email Id	
Agency	HHSC ▼
Location	
Employee Type	▼
Include Inactive Users	☐

Back   Clear   **Search**

Note: check beside "Include Inactive Users" if you want your search results to include HHS personal who have not yet registered in the portal.

Search results appear at the bottom of the page. Select the last name of the user to assign them as the HHS Agency Sponsor.

Search for User

Last Name	Phillips
First Name	
Username/EID	
Email Id	
Agency	HHSC ▼
Location	
Employee Type	▼
Include Inactive Users	☐

Back   Clear   **Search**

Last Name	First Name	Agency	Status
Phillips	Katherine	HHSC	Active

Note: If the user's status is inactive, contact the user and alert them of their new role. They will need to create a portal account immediately to accept their new role.

Click **Submit** on the **Add Partner Organization** screen to complete the process. The organization is now added to the system.

Add Partner Organization

Organization Name *	Austin Women's Health Center
Tax Identification Name *	11223344556
Description	
Contact Name *	Kaya Dylan
Contact Phone*	512-555-5555
Contact Email*	kaya.dylan@womenshealth.org
HHS Agency Sponsor*	Katherine Phillips Search Agency Sponsor

Back   Submit

This help guide was brought to you by the team at Identity & Access Management.

Do you have a suggestion for further improving our portal or portal web help?
[Submit](#) [a change request](#).