## How to Register/Add a Partner Organization

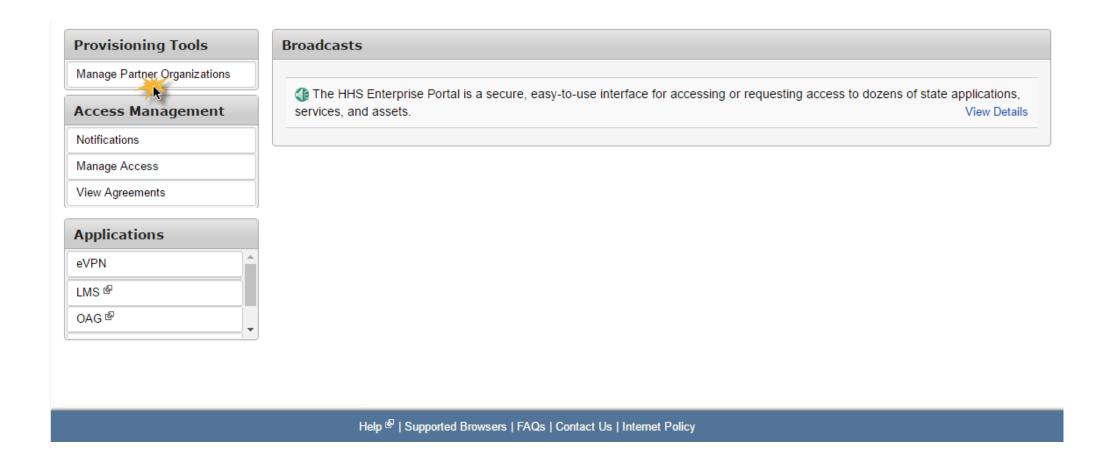
**HHS Enterprise Portal** 

## **Document Notes**

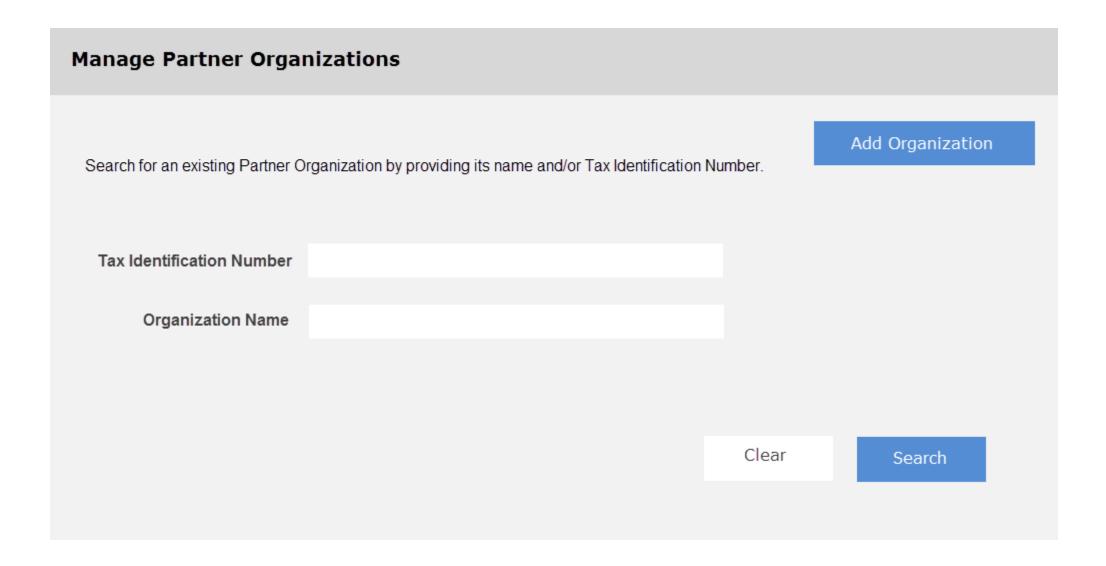
- This is an inactive pdf document. Perform the requested action on each page to continue to the next page.
- The action described in this document can only be performed by whose who have been assigned the "Partner Organization Managers" role. If you do not have those permissions or if you are unsure, contact the help desk at <a href="mailto:help@hhsc.state.tx.us">help@hhsc.state.tx.us</a>.

Click here to continue

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



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

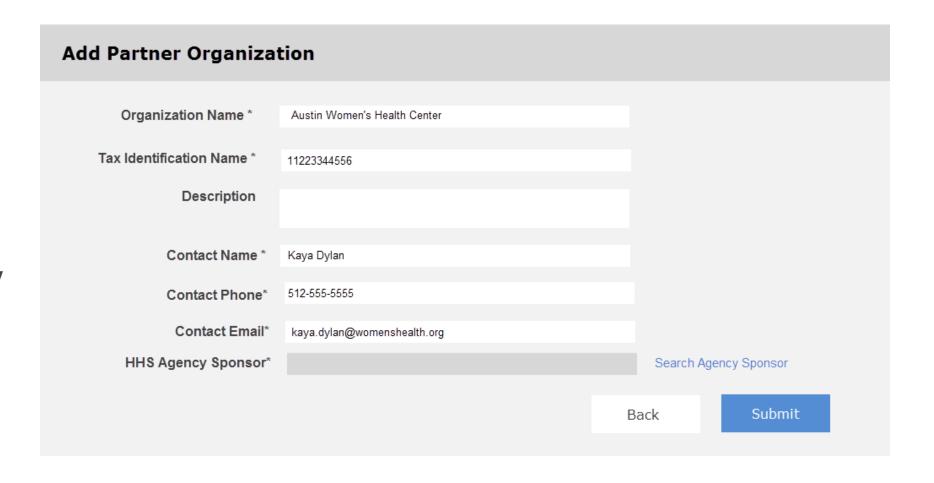


On the **Add Partner Organization** screen, enter the organization's details. All fields are required except for **Description**.

Add Partner Organizat	tion	
Organization Name *		
Tax Identification Name *		
Description		
Contact Name *		
Contact Phone*		
Contact Email*		
HHS Agency Sponsor*		Search Agency Sponsor
		Back Submit

To add an agency sponsor:

Select the Search
Agency
Sponsor lookup
beside HHS Agency
Sponsor.



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		•	7	
Include Inactive Users				
		Back	Clear	Search

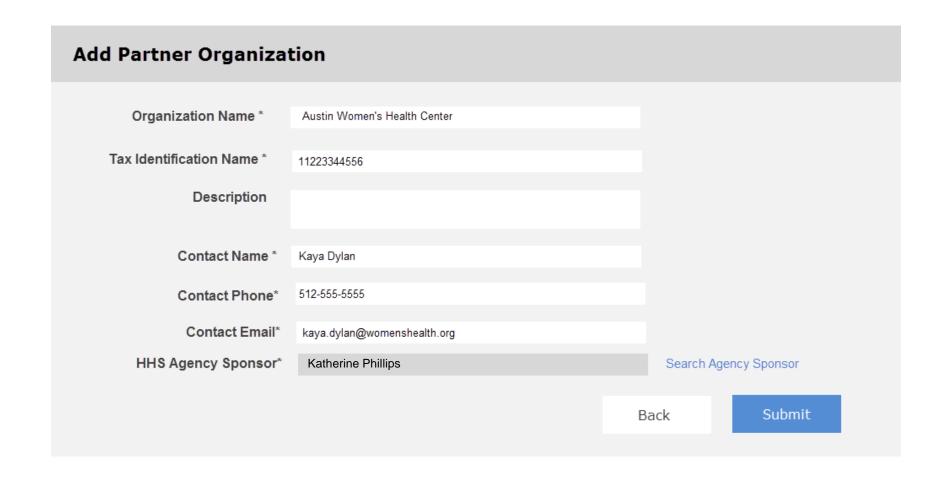
Note: check beside "Include Inactive Users" if you want your search results to include HHS personal who have not yet registered in the portal.

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.



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

For further assistance with this portal feature, please contact the help desk at <a href="help@hhsc.state.tx.us">help@hhsc.state.tx.us</a>.

Do you have a suggestion for further improving our portal or portal web help? <u>Submit</u> <u>a change request</u>.