

# 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 those 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 [help@hhsc.state.tx.us](mailto:help@hhsc.state.tx.us).

[Click here to continue](#)

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



The screenshot displays the HHS Enterprise Portal Main Menu. On the left, there is a vertical sidebar with three main sections: **Provisioning Tools**, **Access Management**, and **Applications**. The **Provisioning Tools** section is highlighted with a yellow starburst icon, and the **Manage Partner Organizations** link is the first item in this section. The **Access Management** section contains links for **Notifications**, **Manage Access**, and **View Agreements**. The **Applications** section contains a scrollable list with **eVPN**, **LMS**, and **OAG**. On the right, the **Broadcasts** section contains a message about the HHS Enterprise Portal and a **View Details** link. The footer contains links for **Help**, **Supported Browsers**, **FAQs**, **Contact Us**, and **Internet Policy**.

**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](#)

[Help](#) | [Supported Browsers](#) | [FAQs](#) | [Contact Us](#) | [Internet Policy](#)

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

**Manage Partner Organizations**

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

Tax Identification Number

Organization Name

Clear

Search

Add Organization

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 *	<input type="text" value="Austin Women's Health Center"/>
Tax Identification Name *	<input type="text" value="11223344556"/>
Description	<input type="text"/>
Contact Name *	<input type="text" value="Kaya Dylan"/>
Contact Phone*	<input type="text" value="512-555-5555"/>
Contact Email*	<input type="text" value="kaya.dylan@womenshealth.org"/>
HHS Agency Sponsor*	<input type="text"/> <a href="#">Search Agency Sponsor</a>

**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
<a href="#">Phillips</a>	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.

For further assistance with this portal feature, please contact the help desk at [help@hhsc.state.tx.us](mailto:help@hhsc.state.tx.us).

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