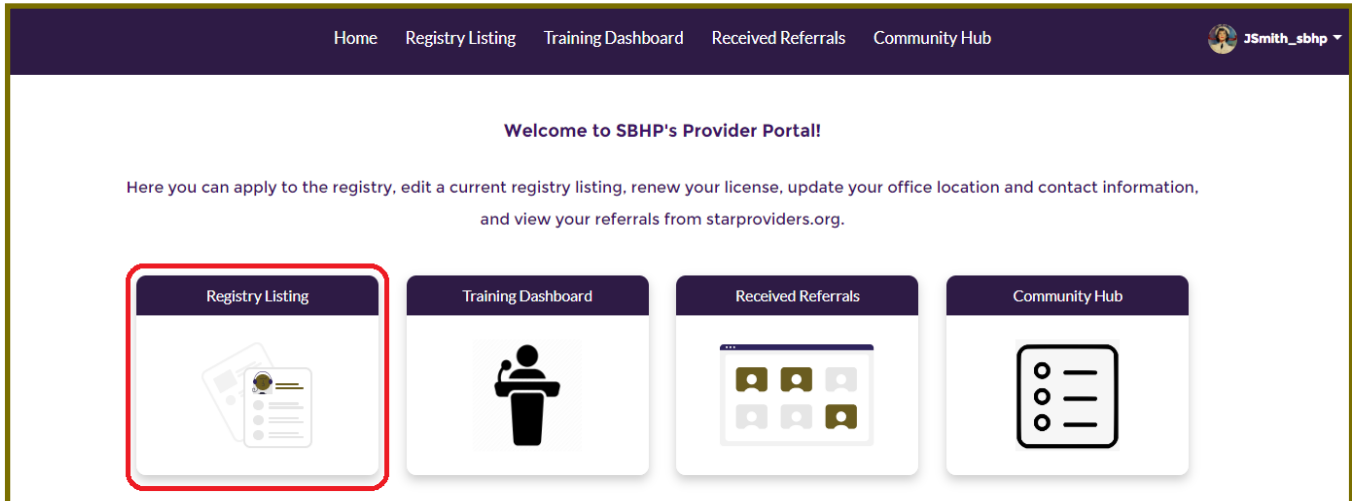


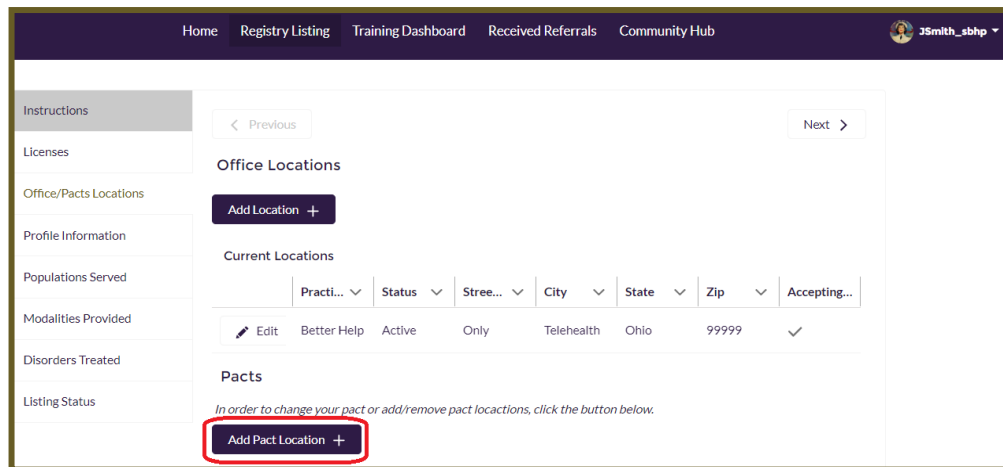
## How to Add a Pact

If you wish to add a pact, you can do so in the 'Directory Listing' section of the Provider Portal. One state license from a pact-participating state needs to be loaded for your pact location(s) to be active.

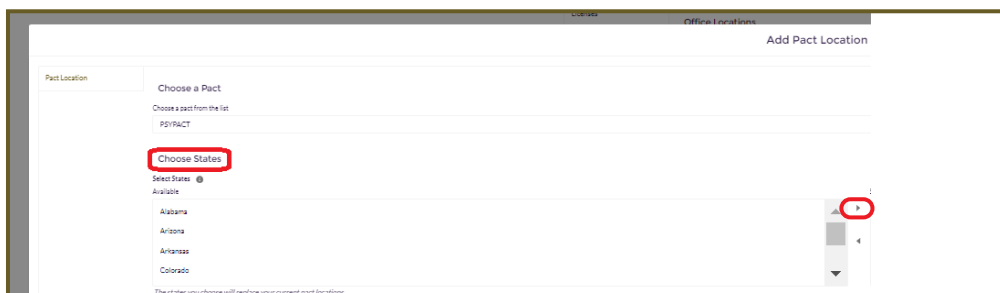
1. To begin, log in to the Provider Portal. From the Portal welcome page, select "Registry Listing."



2. On the left-hand menu, click the "Office/Pacts Location" button and then click "Add Pact Location +".



3. Using the drop down under "Choose a Pact", select a pact and then under "Choose States", select all states where you practice. Use the arrow to move them to the right.



4. Finally in this window, you need to upload your e-passport certificate and indicate the expiration date, followed by clicking the “submit” button.

Upload Documentation

Upload E.Passport

Upload Files Or drop files

How to Apply Using the Portal

PSYPACT 1




Enter expiration date of E.Passport

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Submit

5. You'll then be prompted to enter the name of your practice and payment options before clicking “SAVE”.
6. After saving, you will return to the Office/Pact Location page where you can make any necessary edits to your pact locations. You can, for instance, edit the name of your practice in a specific state, edit the payment methods, or reflect if you are temporarily not accepting clients in a particular state.

Pact Locations

	Pract... ▾	Status ▾	Stree... ▾	City ▾	State ▾	Zip ▾	Acceptin...
	Whole Lif...	Inactive	Only	Telehealth	Illinois	99999	✓
	Whole Lif...	Inactive	Only	Telehealth	Indiana	99999	✓
	Whole Lif...	Inactive	Only	Telehealth	Ohio	99999	✓

7. If you would like to update the certificate and expiration date of an existing pact, click the “Add a Pact Location +” button. Then, you’ll be able to upload a new e-passport certificate and update the expiration date. Finally, click the “Submit” button.

If you have questions, feel free to contact our Star Providers Support Team for your specific state.

All states except Indiana and Ohio: [SBHPSupport-ggg@usuhs.edu](mailto:SBHPSupport-ggg@usuhs.edu)

Indiana: [SBHPadmin@purdue.edu](mailto:SBHPadmin@purdue.edu)

Ohio: [Ohioadmin@starproviders.org](mailto:Ohioadmin@starproviders.org)