## 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 "Directory Listing."

	Home	Directory Listing	Training Dashboard	Received Referrals	Community Hub	③ JSmith_sbhp ▼		
		Welc	come to the Star Pr	oviders Portal!				
Here you can join the directory, edit a current directory listing, add your renewed license, update your office location and contact								
	information, and view your referrals from starproviders.org.							
Directory Listing		Training Da	sshboard	Received Referrals	Community Hub			

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

Instructions	< Previou	s						Next >
Licenses	Office Loo	ations						
Office/Pacts Locations	Add Locatio	n +						
Profile Information	Current Lo	cations						
Populations Served		Practi 🗸	Status 🗸	Street 🗸	City 🗸	State 🗸	Zip 🗸	Accepting
Modalities Provided	Pacts	J	1	I	1	I		11
Conditions Treated	morde <del>r to cha</del>	inge your pact o	or add/remove p	act locactions, o	click the button	below.		
Listing Status	Add Pact Lo	cation +	)					

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.

		Office Locations
		Add Pact Location
Pact Location	Choose a Pact	
	Choose a part from the list	
	PSYPACT	
	Choose States	
	Select States	
	Available	
	Alabama	
	Arizona	
	Arkansas	
	Colorado	•
	The states you choose will replace your current pact locations.	

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

opload E.Passport
L Upload Files Or drop files
PURDUE UNIVERSITY
MFRL D. anground-PMIO-Arch (1)
Enter expiration date of E.Passport Apr 1, 2026
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 Locati	ons	×.5			0.		
	Pract 🗸	Status 🗸	Stree 🗸	City 🗸	State 🗸	Zip 🗸	Acceptin
J Edit	Whole Lif	Inactive	Only	Telehealth	Illinois	99999	$\checkmark$
J Edit	Whole Lif	Inactive	Only	Telehealth	Indiana	99999	$\checkmark$
Je Edit	Whole Lif	Inactive	Only	Telehealth	Ohio	99999	$\checkmark$

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 Behavioral Health Providers Support Team for your specific state.

All states except Indiana and Ohio: **<u>SBHPSupport-ggg@usuhs.edu</u>** 

Indiana: SBHPadmin@purdue.edu

Ohio: Ohioadmin@starproviders.org