

SUBJECT: ACTION REQUIRED: Northern Montana Health Care GHX Vendormate Credentialing Program REGISTRATION



Dear Supplier Representative,

Northern Montana Health Care is committed to delivering the best in patient care. Our vendor relationships are an integral component of this mission. Prior to conducting business with Northern Montana Health Care, all vendor representatives are required to register with our new GHX Vendormate Credentialing program.

To complete the registration process:

If you <u>already have</u> a Vendormate Credentialing profile:	If you <u>need to create</u> a Vendormate Credentialing profile:
1. Sign in at https://login.ghx.com	1. Navigate to https://login.ghx.com
2. Select <i>Vendormate Credentialing</i> in the Compliance & Credentialing tile if directed to the GHX home screen.	2. Select the <i>Vendormate New Supplier Registration</i> Link and follow the prompts to create a profile.
3. Click the + <i>New Health System</i> button at the top right of the page.	3. Once you've created your profile, log in and search for Northern Montana Health Care.
4. Search for Northern Montana Health Care.	4. Click the <i>box</i> next to Northern Montana Health Care and click <i>Continue</i> .
5. Click the <i>box</i> next to Northern Montana Health Care and click <i>Continue</i> .	5. Complete the registration process and fulfill all requirements. Your basic information and applicable documents will auto-populate based on your registration with other Vendormate Credentialing hospitals.
6. Complete the registration process and fulfill all requirements. Your basic information and applicable documents will auto-populate based on your registration with other Vendormate Credentialing hospitals.	

It is important that each representative registers individually to maintain their personal credentials and ensure ongoing access to our facilities. A federal tax identification number (FEIN) and a credit card are required to complete registration.

Northern Montana Health Care will be enforcing badging at Sign-in Stations. Please make sure you download the free GHX Vendormate mobile app and test your ability to log in prior to your visit. For information on app usage, [click here](#). The GHX Vendormate mobile app can be downloaded from the [Apple App Store](#) or [Google Play Store](#)

If you have questions, please contact the GHX Vendormate Support Team:
support@vendormate.com/404-949-1325.

Sincerely,
Northern Montana Health Care Credentialing Program