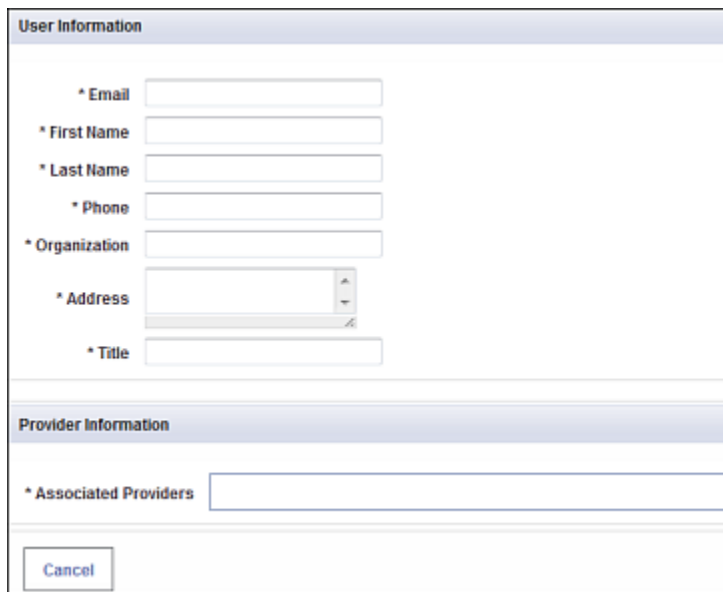


Registering for a PAXpress Account

Prior to submitting prior authorization requests online, Texas prescribers must register for an account. This is a one-time process. Once your registration has been acknowledged and you receive your login credentials, you can use PAXpress to submit prior authorizations from any computer with a standard Internet browser.

Note: PAXpress is compatible with Microsoft® Internet Explorer® (version 7 or higher), Mozilla Firefox (all versions), and several other standard Internet browsers such as Google Chrome.

- 1 Navigate to the [PAXpress](https://paxpress.txpa.hidinc.com) home page (<https://paxpress.txpa.hidinc.com>).
- 2 Click the **PA Request** navigational tab at the top of the page.
- 3 Click the **Register Account** button toward the center of the page. The page displayed includes a User Information region toward the bottom of the page.



The screenshot shows a registration form with two main sections: "User Information" and "Provider Information".

User Information section includes the following fields:

- * Email
- * First Name
- * Last Name
- * Phone
- * Organization
- * Address (with a dropdown arrow)
- * Title

Provider Information section includes the following field:

- * Associated Providers

A "Cancel" button is located at the bottom left of the form.

- 4 Complete all fields in the **User Information** section.
- 5 Click in the **Associated Providers** field and type either a provider's ID number or name.
Note: You may also search for a provider by typing partial text, for example, type *Smi* to display a list of providers containing the letters "smi" anywhere in their name.
- 6 Click to select the desired provider from the list that is displayed.
- 7 Repeat steps 5 and 6 until you have selected all associated providers.
- 8 Click **Register**. A window is displayed, asking for confirmation of the information you supplied.
- 9 Click **Yes** to confirm the accuracy of the information and submit your request, or click **No** to return to the previous page to modify your information.

You will receive an e-mail indicating that your request was received and will be reviewed. Upon approval, you will receive another e-mail containing your login credentials.