

AdvOPD External Provider Portal Access Instructions

AdvOPD Portal

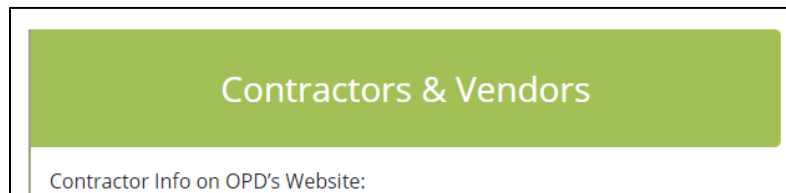
As OPD has transitioned to a new case management system called AdvoLogix, all contractors (those that have MOUs with OPD) and service providers (those that perform work that OPD pays for) will now access their pre-approvals, supplementals, claims, and case lists in the AdvOPD Contractor and Service Provider Portal.

Accessing AdvOPD Portal

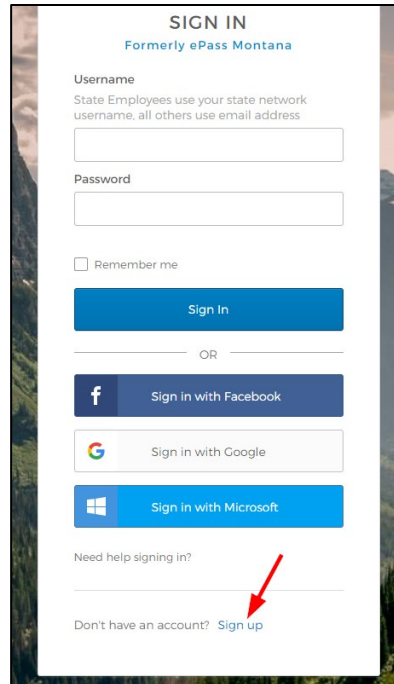
VERY IMPORTANT: Refer to the email provided to you with the email address OPD has on file for you, *note the email address as you will need it for step 4.*

If you did not receive an email with this information, please contact opdoperations@mt.gov PRIOR to attempting to login.

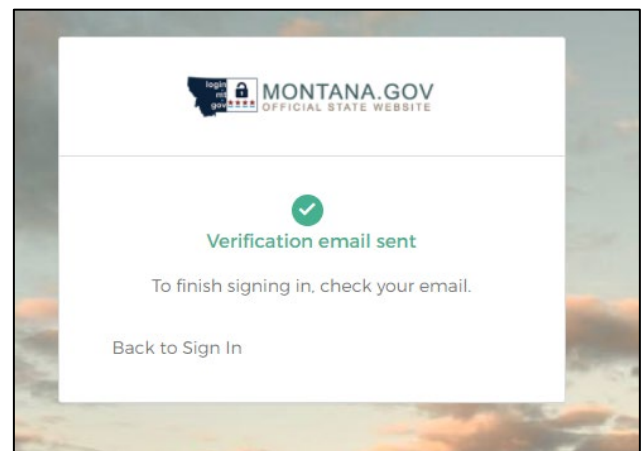
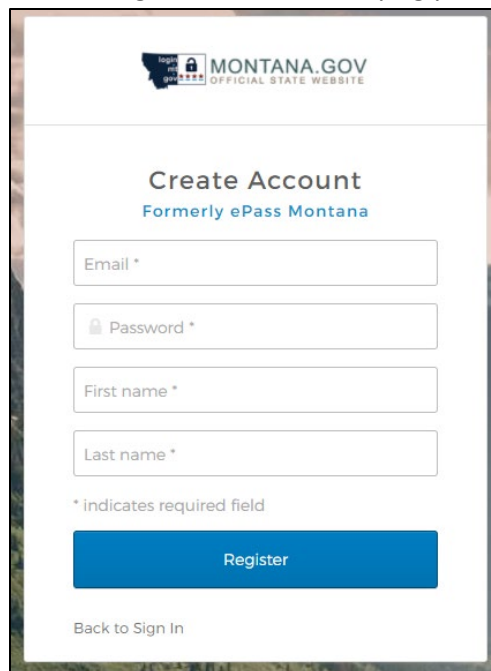
1. Navigate to advopd.mt.gov (recommend bookmarking this for easy access) and select the Contractors & Vendors login option.



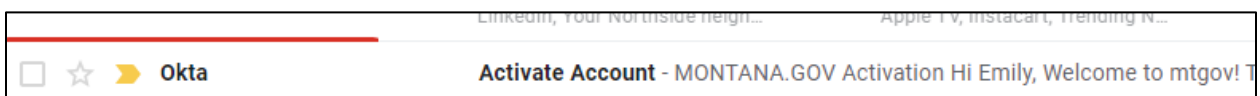
2. You will be redirected the State's new authentication system called Okta (previously ePass). If you already have an Okta account, use those credentials to Sign In.
To create a NEW Okta Account:
 - a. **YOU MUST USE THE EMAIL WE HAVE ON FILE, PLEASE DO NOT SELECT ANY OF THE SOCIAL LOGIN OPTIONS AS YOU WILL NOT HAVE ACCESS TO THE PORTAL**



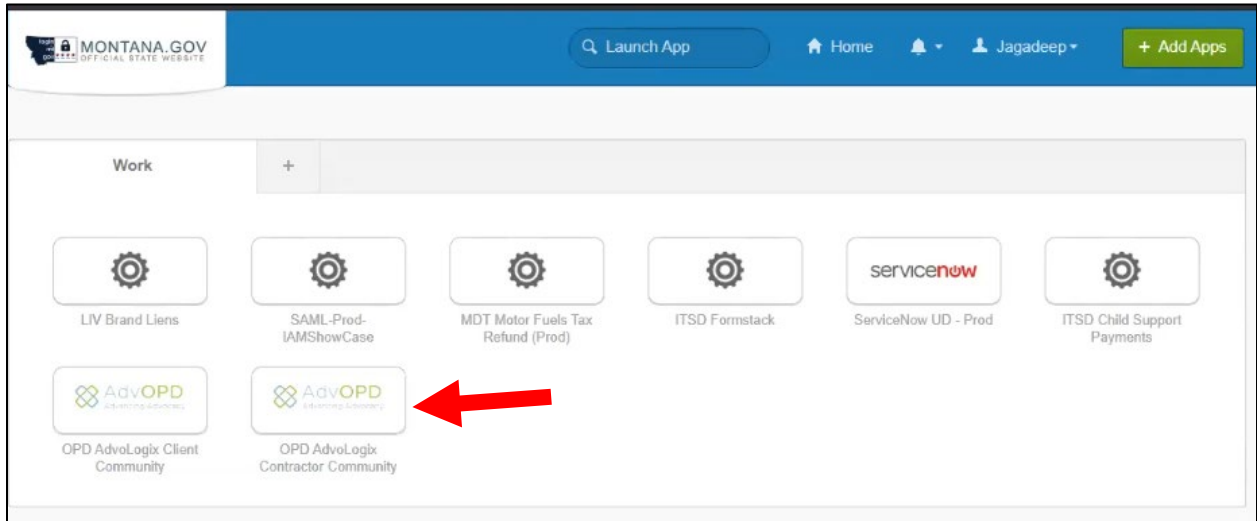
- b. Click **Sign Up** at bottom of screen:
- c. Populate the required fields (**use the email provided to you here**) and select Register, a screen notifying you a verification email was sent will appear:



- d. Okta will send an email asking you to activate your account, confirm your email and activate your account by selecting Activate Account within the email



3. After successfully logging into Okta, you may come to a dashboard with various Okta enabled portals*:
 - a. If you are not redirected directly to the portal, select the OPD AdvOLogix Contractor Community option



You have now accessed the AdvOPD Portal! Refer to the training videos and portal instructions for utilizing the features of the portal.

