

How to apply for an NPI Log-in/Password for an Individual Therapist

Login to: <https://nppes.cms.hhs.gov>

- Use the application's navigation buttons, NEXT or PREVIOUS.
- Do NOT use the browser's buttons, BACK and FORWARD.
- If you have a problem with the system and cannot continue, wait 20 minutes before logging on again

In the blue section, where it says: "New Individual Provider in need of an NPI or have never accessed NPPEs to view/update your NPI record? [Create a Login.](#)"

Click "[Create a Login](#)".

Click "OK" to redirect question.

Accept the "Terms and Conditions".

Enter your email address twice.

Enter the text from the image shown.

Click the "submit" button.

Enter the User ID that you wish to use.

User ID

- Must be 6-12 alphanumeric characters and unique within the Identity & Access Management System and NPPEs.
- Must not contain more than four digits, nor spaces or special characters.
- Must not contain personally identifiable information such as SSN or NPI.

User IDs cannot be changed. Once you have successfully chosen a User ID and secret question/answer combinations and submitted the record, the User ID and secret question/answer combinations will remain tied to your record.

Enter the Password twice that you wish to use.

Password

- Must be 8-12 alphanumeric characters.
- Must contain at least one letter and one number.
- May not contain any special characters nor be the same as the User ID.

Select and answer 5 different security questions.

Click "Continue"

Enter your name, address, birth date, social security number, and phone number.

Choose "Continue"

You will then receive an automatic email response saying "Congratulations, you have successfully registered as a user of the I&A system."

How to apply for NPI Number for Individual Therapist

Complete all areas with a (*) red asterisk.

Go to: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>

Create log-in and password first

Enter your log-in and password

This takes you to the Welcome to National Provider System

Click on New NPI Application -- Takes you to NPI Application Instructions

Click on Submit New NPI Application

Takes you to NPI Application Form – Provider Profile

It already shows your first and last name

Enter credentials and Enter other identifying information

It will already show your DOB & SS

Enter **State of Birth, County of Birth and Gender**

Is the provider a sole proprietor? **Answer Y or N**

Click Next

Enter domestic address, city, state, zip+4, county, and phone number

Click Next

Click on accept standardized address

Enter domestic business practice location address, city, state, zip, county, phone

Click Next

Click on accept standardized address

Add identifier (Medicare, Medicaid, etc.) and **Click Save** (if none, **select next**)

Click Next

Click add taxonomy

Select provider type from menu

Click Next

Select the classification name/area of specialization from the menu

Enter license number and state where issued

Click save