

How to Navigate the Wyoming Provider Enrollment Portal

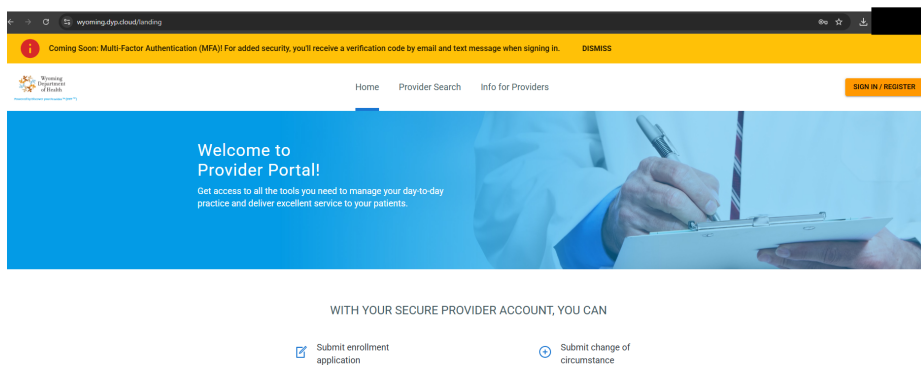
Use this guide to sign in, review your provider file, verify whether an NPI is listed, and submit a Change of Circumstance if an NPI needs to be added.

Before You Begin

- Use a desktop computer.
- Open your Chrome internet browser.
- Go to the Wyoming provider enrollment portal website <https://wyoming.dyp.cloud>
- Have your registered email ID, password, and NPI available.

Step 1: Sign In to the Provider Portal

1. On the landing page, confirm that you are on the Wyoming Department of Health provider portal welcome page.



2. Select **Sign In and Register**. This is the orange button located at the top right side of the page.
3. Enter your registered email ID.
4. Enter your password.
5. Select **Log In**.
6. Review the security message and agree to the terms and conditions.

Step 2: Review the Dashboard

After you agree to the terms and conditions, the system will open your dashboard. The dashboard should display “Welcome Provider,” followed by your name or organization name.

On the right side of the dashboard, review your Wyoming Medicaid provider enrollment status. You may also see your Name, Revalidation date, Provider ID, Provider type as well as options to View details, Add a Change of Circumstance or Request Termination.

Step 3: View Your Provider File

1. From the dashboard, select the option to **View details**.
2. When your provider file opens, go to **Details**
3. Select **Provider Identifiers**.
4. Review the provider identifiers section to determine whether your provider file already contains an NPI.

Step 4: Determine Whether Action Is Needed

- If your provider file already contains the correct NPI, no further action is needed.
- If your provider file does not contain an NPI, you must add the NPI through a Change of Circumstance (CoC).

Step 5: Add an NPI Through a Change of Circumstance

1. Go to the blue bar at the top of the screen.
2. Select the **CoC** tab.
3. Select **+ Add a Change of Circumstance**.
4. Select **Enrollment Data**
5. From the available options, select **Provider Identifiers**.
6. Select **Create CoC**
7. In the Provider Identifiers section, change the answer from **No** to **Yes** for question “Do you have an NPI?”
8. Enter your **NPI** number.
9. Select **Next**

10. Documents do not need to be uploaded, scroll down and select **Next** in the **Uploaded Documents** section.
11. Verify you NPI in the Summary tab.
12. If everything is correct select **Submit**.
13. Navigate to your CoC dashboard.

Step 7: Watch for an Email Notification

After a Provider Enrollment agent reviews the submitted information, you will receive an email notification with the outcome. The notification will advise whether the Change of Circumstance was approved, denied, or returned with a request for additional information.

Step 8: Verify the NPI Was Added

1. After receiving approval, sign back in to the provider portal.
2. Follow the same steps above to open your provider file.
3. Go to **View Details**
4. Select **Details**.
5. Select **Provider Identifiers**.
6. Confirm that the **NPI** was added to your provider file and that it is accurate.

If you have any additional questions on how to review your provider file or would prefer an agent to walk you through the process, please call 1-877-399-0121 option 9 for an agent.

You can also reach us via email at WYenrollmentsvcs@hhstechgroup.com