



Provider Application and Credentialing Toolkit

PACT works best using the **Chrome Browser**. 
Head to www.providerwebportal.com to get started.

Be sure to include “**www.**” when entering the address into your browser.

Creating an account

From the PACT home screen, navigate to the [registration page](https://www.providerwebportal.com/pact-ui/registration) (<https://www.providerwebportal.com/pact-ui/registration>) and enter your NPI number to begin the account creating process.

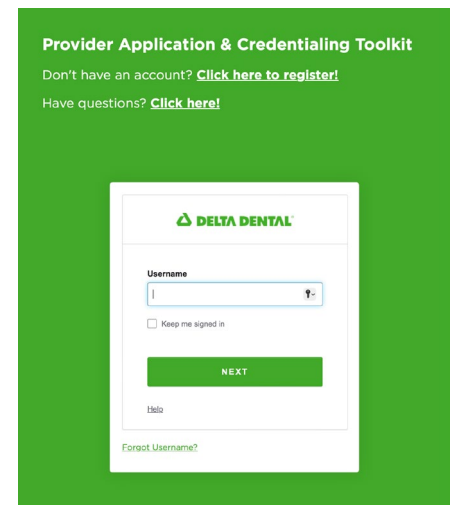
Be sure to adhere to the username and password requirements displayed in the  tooltip icon.

PACT accounts are managed separately from other Delta Dental Toolkit accounts. **Be sure to choose a unique username—this may require extra characters or numbers at the end of your username.**

Logging in and initiating an application

Head back to the [login page](https://www.providerwebportal.com/pact-ui/login) (<https://www.providerwebportal.com/pact-ui/login>) and enter your newly created credentials.

To create a new application, click the *Create New Application* button and select the type of credentialing instance you would like to create.



Uploading documents

You will be prompted to upload documents throughout the application to verify your information. Select *Choose* or click and drag your file selection into the upload box.

PACT supports the following file types: *jpeg, png, gif, bmp, pdf, doc, docx, csv, txt, xls, xlsx*

Having trouble uploading? Try these tips:

- Remove any spaces from the file name
- Attempt to upload the document a second time
- Refresh your browser

Submitting an application

Once all relevant fields have been filled and all documents have been uploaded, you can select *Submit for Approval* and complete the release to finish your credentialing instance.

Thanks for credentialing with Delta Dental using PACT! For any questions or comments regarding the application process, please see our [FAQ page](https://www.providerwebportal.com/pact-ui/faq) (<https://www.providerwebportal.com/pact-ui/faq>) or reach out to your credentialing administrator.

- Submitted applications can be accessed via the *View* screen from the dashboard menu.
- Copies of your signed agreements can be retrieved via the *Download All* button on the *View* screen.