



He Kaupare. He Manaaki. He Whakaora.
Prevention. Care. Recovery.

ProviderHub

ProviderHub training guide

Authorised person –
nominating your ProviderHub
administrator



Authorised person guide



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ProviderHub authorised person guide

When a business is invited to join ProviderHub, we send an email to an authorised person for the business. The authorised person is often the business owner and is nominated by an organisation when they become an ACC vendor.

The authorised person is responsible for nominating at least one ProviderHub administrator for their business using the online nomination form they'll receive via email. You can nominate up to ten ProviderHub administrators. This form should only be filled in by the authorised person we send this email to.

Once set up, the ProviderHub administrator is then in charge of managing users, setting up new users, task permissions, and off-boarding users.

Access nomination form

Kia ora

It's time to register for ProviderHub. The first step is to nominate your ProviderHub administrator(s). You can nominate yourself to be the ProviderHub administrator or assign this role to a member of your team.

Every business needs at least one administrator onboarded before they can add their colleagues and start using the system.

Please click the button below and follow the instructions to nominate your administrator.

Nominate your organisation's administrator(s)

An email will be sent to the authorised person with a link to the ProviderHub administrator nomination form. The link is only valid for three weeks.

The authorised person must nominate a ProviderHub administrator so their business can join ProviderHub.

Complete nomination form

Admin selection

Set your organisation up to use ProviderHub

Use this form to tell us who will hold the role of ProviderHub Administrator for Test NMX Hospital (5). It should take 1-2 minutes to complete.

Step 1 of 2 | ProviderHub Administrators

What does a ProviderHub Administrator do?
The ProviderHub Administrator will control who at your organisation can:

- view all ACC claim information (e.g. claim history)
- view your organisation's financial information (e.g. invoices and reimbursements)
- complete ACC tasks on behalf of your organisation (e.g. lodging claims, submitting invoices)

Please add the details for at least one Administrator below:

Administrator #1

* Full name: * Email address: Role of organisation (optional):

☐ Add another Administrator

Next

Fill in the nomination form **Step 1 (of 2)**: The details for each nominated administrator must be entered correctly, as an email will be sent to them after the form is submitted.





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Step 2 (of 2): The authorised person needs to enter their own details, and confirm they have the authority to complete the form.

Submit the form to receive a success confirmation screen.

What happens next?

A one-time code will then be generated and sent to the nominated administrator(s) to create their ProviderHub account. The one-time code will expire after seven days.

Please see the [ProviderHub administrator training guide](#) for the process once the one-time code has been received.

Where to get help

The authorised person can reach out to our team for help with:

- removing a ProviderHub administrator from your business
- adding an additional ProviderHub administrator (we'll send out a new nomination form)
- any further queries.

Email accproviderhub@acc.co.nz

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