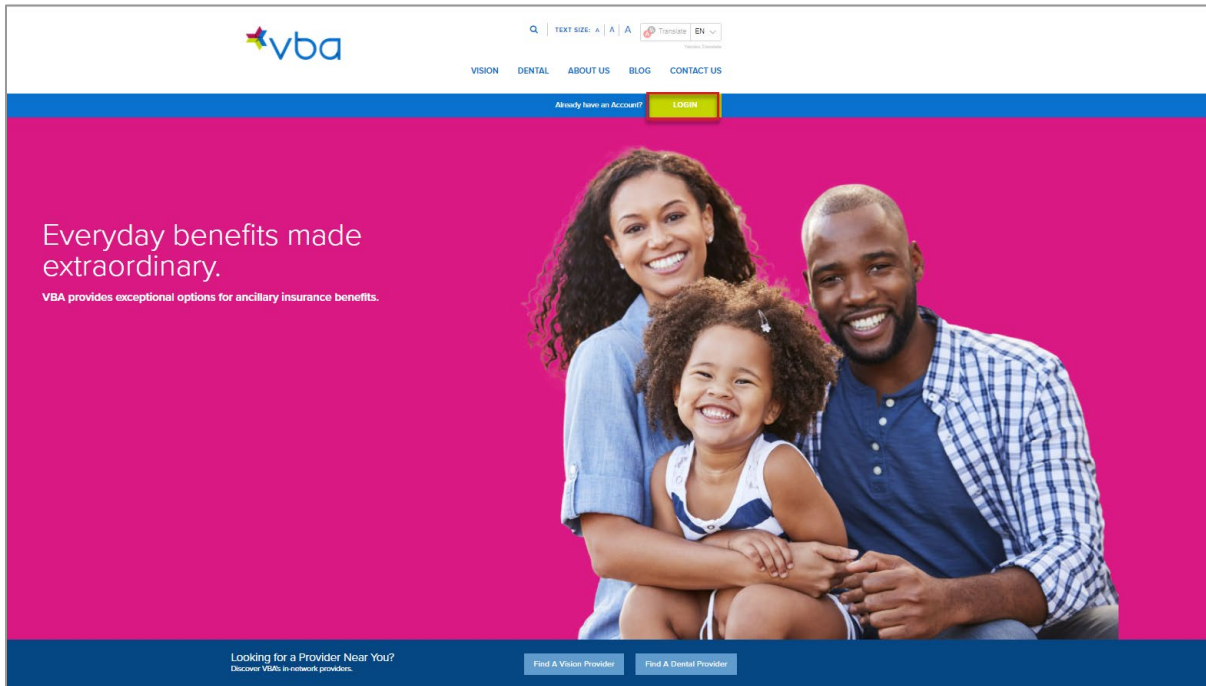Go to **www.vbaplans.com**, then click **LOGIN**.
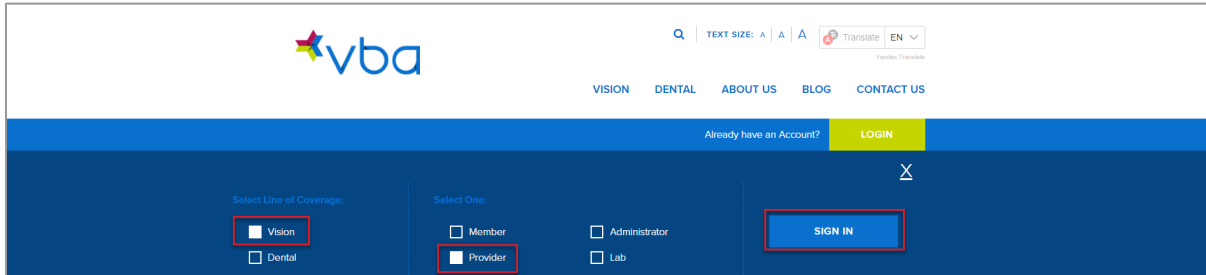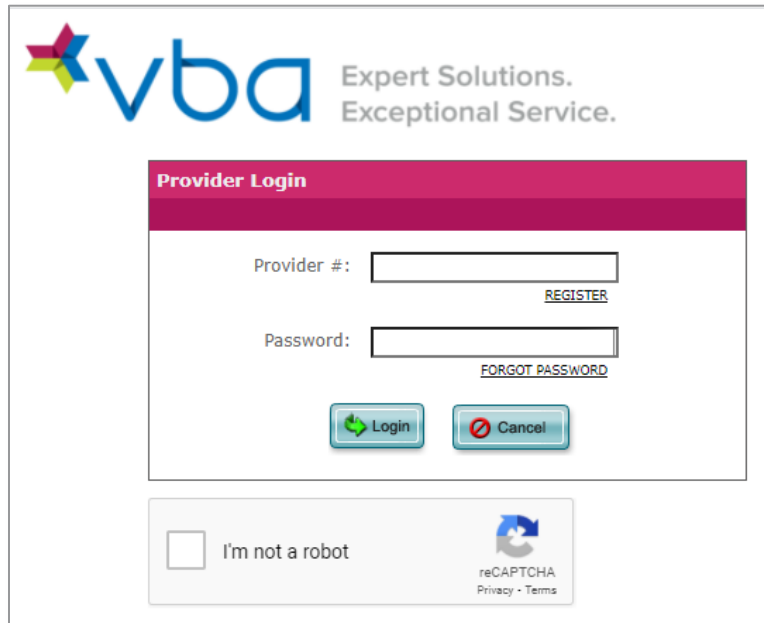

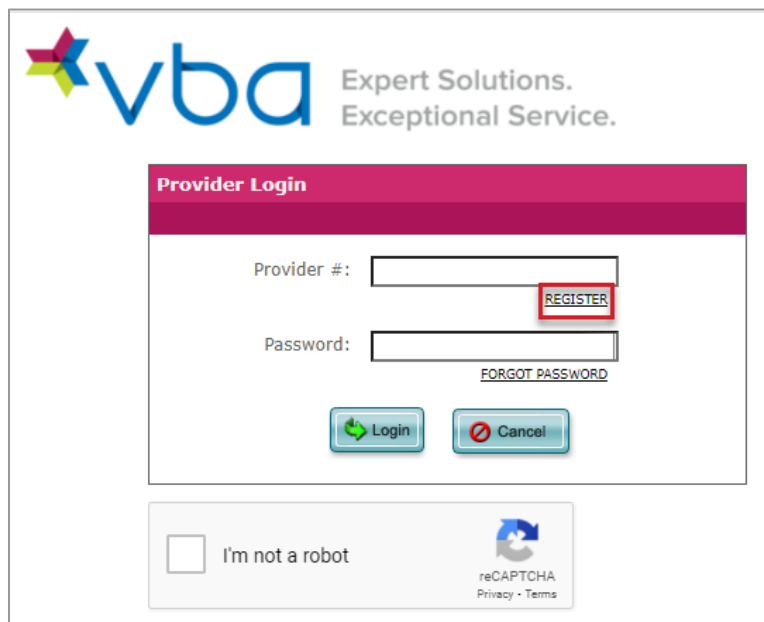Select **Vision**, then **Provider**, then click **SIGN IN**.

The Provider Login page displays.

⚠️ Access and use of this portal by and through any third-party software applications or services is strictly prohibited without the express written consent of VBA. VBA may suspend or terminate your access to these online services at any time, for any reason or for no reason at all. If you experience a disruption in service due to the unauthorized access or misuse of this portal, contact us.

The first time you access the Portal, you will need to register your unique Provider ID on the Portal to create your password. Click the **Register** link.

The Network Provider Registration page displays.

⚠️ All fields on the Registration page are required.

For **Provider #,** enter your **unique provider ID** or **Billing Account**, as provided in your Welcome Letter.

Enter your **Zip Code**.

⚠️ If your **Billing Account** is different than your unique provider ID, please ensure you enter the **Zip Code** for your **Billing Address** when registering your **Billing Account**.

If you have a Billing Account, statements and submitted claims are only visible through the Billing Account and cannot be accessed through location accounts.
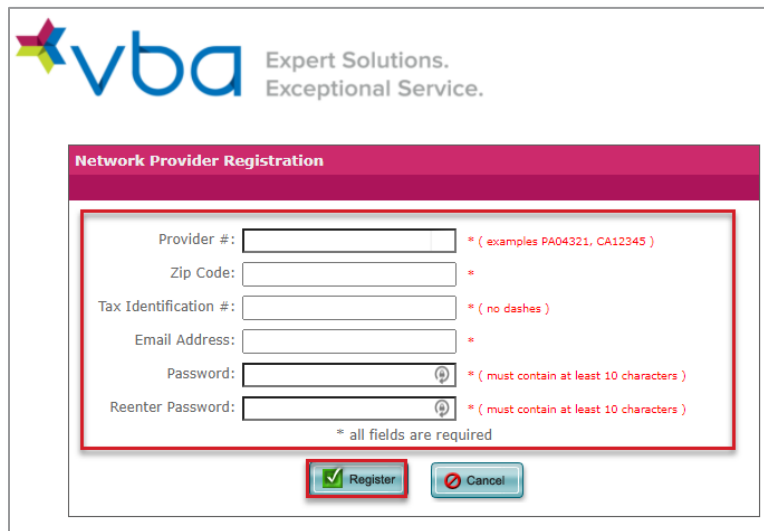
Enter your **Tax Identification #** (without the dash).

Enter your **Email Address** (this should be a general office e-mail if possible).

Enter your **Password**.

⚠️ Passwords must be at least 10 characters and are case sensitive.

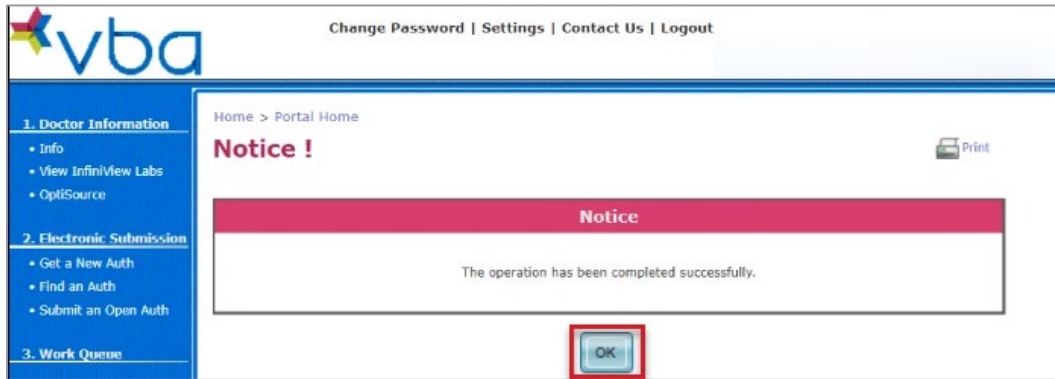**Reenter** your **Password**, then click **Register**.

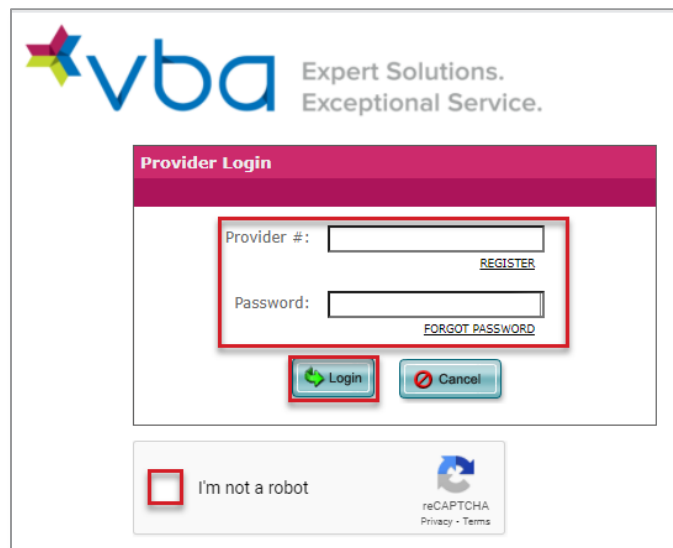Once confirmation is provided, click **Ok**.

The Provider Login page displays.
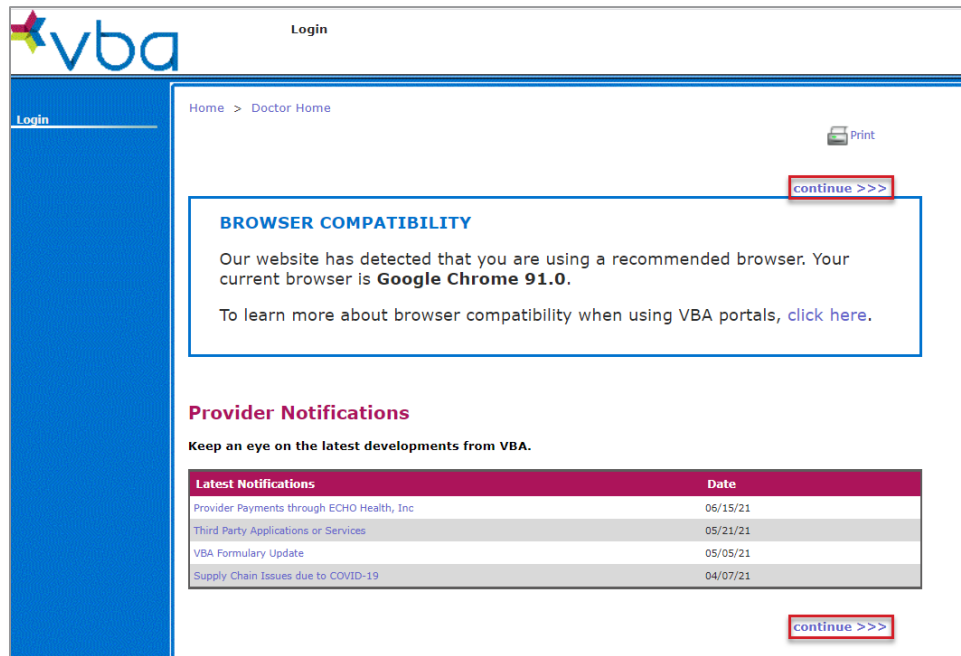
Enter your **Provider #.**

Enter your **Password**.

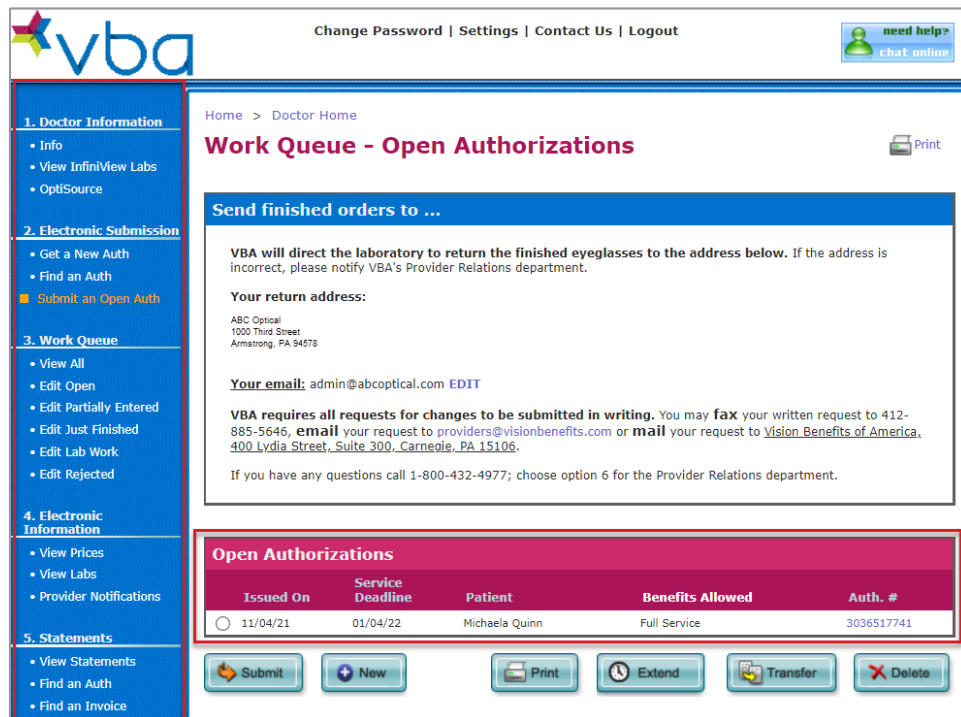Check the **I'm not a robot** reCAPTCHA box.

Click **Login**.

The Portal landing page will display. Click **continue** to move on to the **Work Queue**.

The **Work Queue** displays with the **Main Menu** for all Provider functions in the left navigation. Any **Open Authorizations** will also be displayed.

To log out, click **Logout** in the top navigation.

If you experience any difficulty enrolling or have any questions, please contact us.