



AHCA Behavior Analysis Electronic Visit Verification

Behavior Analysis
Registering Your Agency with Tellus EVV



Who Needs to Register their Group?

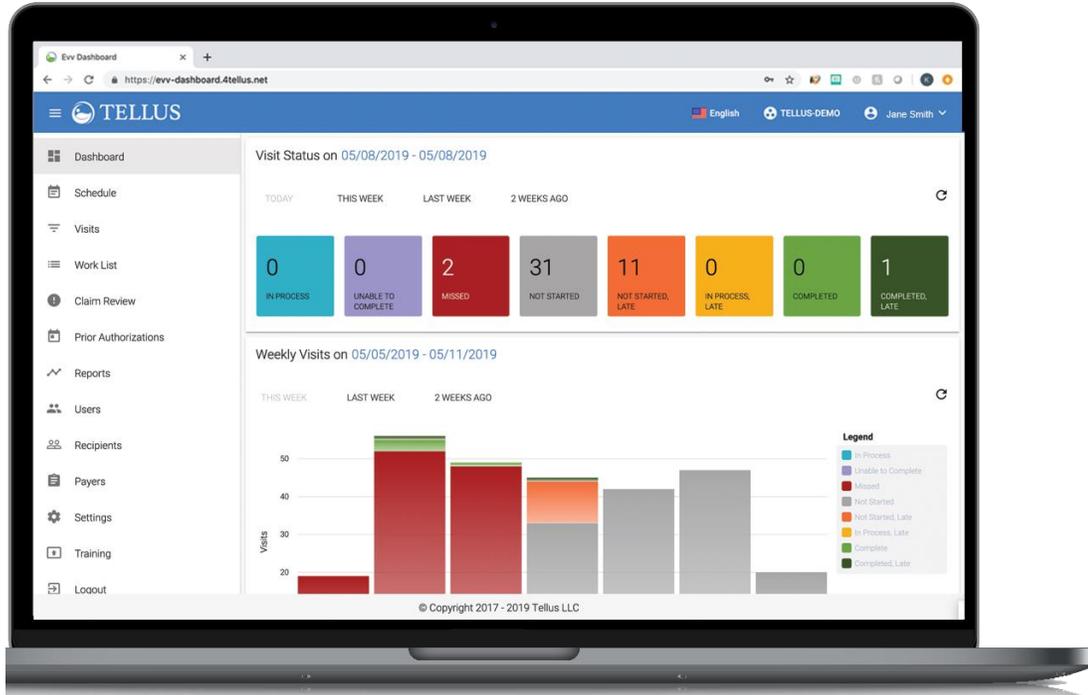
- **One** initial System Administrator per Group.
 - Once the initial System Administrator is registered, this person may invite others in their Group to become System Administrators.
 - Individual providers/users of the system will NOT need to register on their own. When a System Administrator links a Provider/User with a BA Group, an automated email will be sent to each user to confirm their user name and a reminder to set up their unique password the first time they log in to the Tellus eVV System.
- **Lead Analysts** who submit their own claims directly for payment must also register as a System Administrator.

Registration Process - Overview



Registration available

- 1) Choose an **initial EVV System Administrator** to register the Group (Lead Analysts submitting their own claims must register to gain system access).
- 2) Initial System Administrator and/or Lead Analyst (that submit their own claims) will **complete the AHCA BA EVV Registration form** @ <https://4tellus.com/ahca-ba> on the Register for EVV tab which will create an initial company profile.
- 3) System Administrator/Lead Analyst (that submit their own claims) will receive User Name and will be prompted to create a unique password the first time they log in.
- 4) System Administrator/Lead Analyst (that submit their own claims) will log in to Tellus @ <https://4tellus.com>



System Administrators will link the Providers (Users) to their Group. This process of linking the Users with the BA Group will trigger an automated email to each User with their user name and password, which will allow them to log in to the Tellus eVV System on their Mobile Application.

AHCA BA Registration Form



Navigate to:
<https://4tellus.com/ahca-ba>

Navigate to the
“Register for EVV” tab.



Thank you for visiting. For EVV self-registration, [click here](#).



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Complete AHCA BA Registration Form



AHCA BA EVV Registration

We are currently updating the registration system so NPI is not required to register. If you receive an error indicating that your information cannot be found, please check back on **Monday, July 29**. Thank you for your patience.

*Provider Tax ID #

*National Provider Identifier #

*Zip #

I'm not a robot  [Privacy](#) [Terms](#)

Submit

To register, the System Administrator or Lead Analyst (that submit their own claims) must enter the requested information and then press “Submit”.



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- OVERVIEW
- CLIENTS & PARENTS
- EVV REQUIREMENT FOR BA
- REGISTER FOR EVV
- SCHEDULERS & BILLERS
- FAQS
- SUPPORT
- TRAINING & RESOURCES

Register

Registering will give you access to the system and all communications including implementation requirements, training, and customer support. We look forward to working with you.

IMPORTANT: When registering please confirm all information is accurate and up-to-date. We will assign a single point of contact and unique administrative login for each provider. Please have your administrator's name, phone and email ready for the next step.

Provider Name	Practitioner
Provider Street Name	POB
Address	00
Default Time Zone	
Address Line 1	
Address Line 2	
City	
State	
Zip	32601
Phone Email	NOI Admin Email *



Once “Submit” has been pressed, this second registration page will appear.

ACTION: Please enter the additional fields requested then press “Submit”.



Example of Completed Information

Provider Name Pompano Home Care 3

Provider Short Name _____

Active

Default Time Zone America/New_York

Address Line 1 2765 E Atlantic Blvd

Address Line 2 No Dash

City Pompano Beach

State Florida

Zip # 33062

Admin Email clark.kent@clickmail.info

[Submit](#)

[Back](#)

ACTION: Please enter the additional fields requested then press "Submit".



Example Confirmation Page = registration has initiated successfully.

ACTION: Immediately check for email:
- verification of email address and request to update password



OVERVIEW CLIENTS & PARENTS EVV REQUIREMENT FOR BA REGISTER FOR EVV
SCHEDULERS & BILLERS FAQs SUPPORT TRAINING & RESOURCES

Register

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IMPORTANT: When registering please confirm all information is accurate and up-to-date. We will assign a single point of contact and unique administrative login for each provider. Please have your administrator's name, phone and email ready for the next step.

Congratulations! You have successfully initiated the Self-Registration Process and Created your Credentials. Please check the email address you provided when you registered.

You should have received an email with your credentials and a separate email with a password.

Please follow the process to access your portal. Thank you!

Here is a link you can use to access your portal.

<https://evv-dashboard.qa.4telus.net>

OK



First Email Will Be Received:

Subject: Update Your Account



You must update your Tellus eVV account by performing the following actions: Verify Email, Update Password. Click the link below to start this process.

[Link to account update](#)

This Link will expire within 36 hours.

Sincerely,
The Tellus Team



ACTION: Click the provided link to verify email and update password.

NOTES:

-the email link is only effective for 36 hours.

- Ensure any pop-up blockers are turned off.

Confirmation Email Will Be Received:



You have been registered to use Tellus eVV. Please follow these easy instructions to become a Provider Administrator:

1. Open your web browser. Navigate to <https://4tellus.com>, and click the LOGIN TELLUS EVV button in the upper right corner of the page.
2. Log in to Tellus eVV using: Username [username] and the password you created when you updated your account.

1. After you log in, you'll have access to invite additional users.

If you have questions or need assistance, contact us, and we will provide you with additional information to verify your registration.

We look forward to working with you.

Sincerely,
The Tellus Team



Example: Confirmation email that will be received.

ACTION:

- Make note of the User Name and Password.
- Navigate to the Tellus website and log in.

Log In to Tellus @ 4tellus.com:



EVV for Behavior Analysis Service x Tellus, LLC • Tellus, LLC

https://4tellus.com

LOGIN TELLUS EVV

TELLUS SOLUTIONS ABOUT US NEWS & EVENTS RESOURCES CONTACT US EVOLUTION 2019

TELLUS

HMA Releases EVV 2020 White Paper
Identifying Tellus as Advanced Solution

Type here to search 10:47 AM 6/24/2019

ACTION:

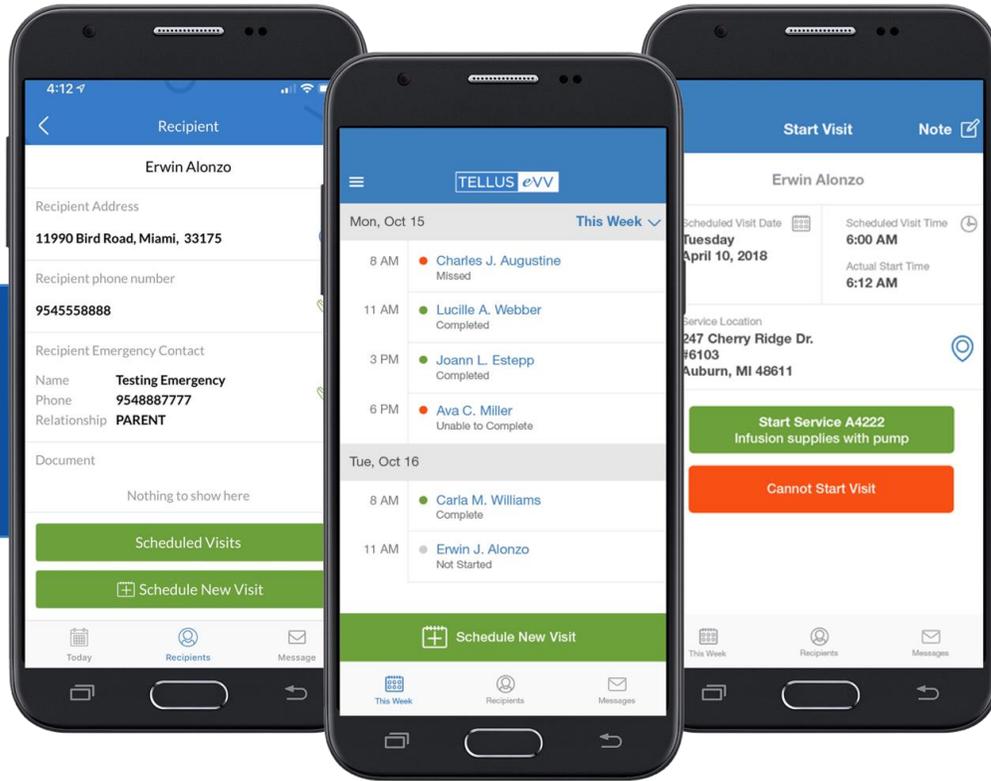
- Navigate to the Tellus website and log in with your newly created user name and password.
- You have now confirmed that your Agency has registered with Tellus for the AHCA BA EVV program.

What if Issues Occur During Registration?



- 1) Confirm that no one else from your Agency has already registered.
- 2) Have information about your Agency handy:
 - Agency Name
 - Agency Billing Address
 - Agency Tax ID #
 - Agency NPI #
 - System Administrator's email address and contact phone number
- 3) Contact Tellus for further assistance:

1-833-622-2422 (1-833-6BA-AHCA) or ahcabaevv@4tellus.com



Contact Us

1-833-622-2422 (833-6BA-AHCA)
ahcabaevv@4tellus.com

Keep up-to-date on Florida BA EVV Implementation @ <https://4tellus.com/ahca-ba>