

User Administration Console (UAC) Registration – Next Steps

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Now that you have initiated the UAC registration process, you are ready to take the next steps.

Step 1: Receive a Personal Identification Number (PIN) Letter

Once you have submitted the UAC **New Registration** form, you will receive a PIN letter through the U.S. Postal Service (USPS) to the address that was displayed during the UAC registration process or supplied as part of the [UAC Registration Alternate Address](#) process.



- Use the Magellan Medicaid Administration, Inc. (MMA) PIN letter to register with Medi-Cal Rx.
- **Do not** use the California Medicaid Management Information System (CA-MMIS) PIN to register in the [Provider Application and Validation for Enrollment \(PAVE\)](#) Portal.

Step 2: Complete UAC Registration

You can now complete UAC registration using the PIN letter. The PIN letter is specific to the corresponding NPI/Org ID used in Step 1 of UAC registration. Navigate to <https://uac.magellanrx.com> and select the **Complete Registration** option. You will need to complete the required fields on the **New User Information** form. After completing all required fields, click the **Validate Org** and **Submit** buttons to submit the form. You can enter multiple PINs on a single submission (up to 50 PINs).

Step 3: Activate Your UAC Account

An email containing an activation hyperlink will be sent to the email address you provided on the **New User Information** form. Click the **Activation** hyperlink in the email to activate your account. The confirmation screen takes you to the full-featured UAC application. After the **UAC** page opens, click **Login** and enter your credentials to set up your Multifactor

Authentication (MFA). It is highly recommended to select **SMS** and/or **Email** as your preferred MFA option(s). You will not have access to the secured section of the Medi-Cal Rx Web Portal or UAC for user administration without completing this process.

Delegated Administrators (Del Admins) will automatically get **SabaSM** and **California Provider Portal** role permissions. Claims and financial roles will need to be manually added. Standard Users (supporting staff) in your organization will need to have an account created and role permissions added.



- Del Admins must click Save on the Orgs and Roles screen for creating a Standard User account so that they will automatically be assigned Saba and California Provider Portal roles. Claims and financial roles will need to be manually added.

Additional Resources

If you have questions about completing the UAC registration process, please contact the Medi-Cal Rx Education & Outreach Team at MediCalRxEducationOutreach@magellanhealth.com to schedule an Office Hours session for assistance.

You may also refer to the following resources for additional information on completing UAC registration:

- [UAC Quick Start Guide](#) (Job Aid)
- [UAC Tutorial #1a: Alternate Address Instructions](#) (computer-based training, CBT)
- [UAC Tutorial #2: Complete Registration](#) (CBT)
- [UAC Tutorial #3: Granting Access for Yourself and Staff](#) (CBT)
- [Provider Registration and Training FAQs](#) (Job Aid)



- After successful completion of UAC registration, navigate to <https://magellanhealth.okta.com/> to access your Medi-Cal Rx Portal user dashboard.