

GuildNet Provider Portal Instructions

The GuildNet Provider Portal can be used to verify eligibility of GuildNet members. Every participating Provider will be issued a unique PIN# to access the system. To access the portal, go to:

<https://portal.guildnetny.org>

The first time you log onto the portal, click on Register Here:

GuildNet
JEWISH GUILD HEALTHCARE
Vision + Health

Login to the Provider Portal

User name

Password

Log in

Register Here!

Contact us at 212-769-7855 or gnprovrel@guildhealth.org
ABOUT SSL CERTIFICATES
5.4.1616.2894

- Enter your PIN#, NPI and Tax ID (format with the dash xx-xxxxxxx)

GuildNet
JEWISH GUILD HEALTHCARE
Vision + Health

Login to the Provider Portal

Registration

Submit your Pin #, NPI and Tax ID to register.

Pin # NPI Tax ID

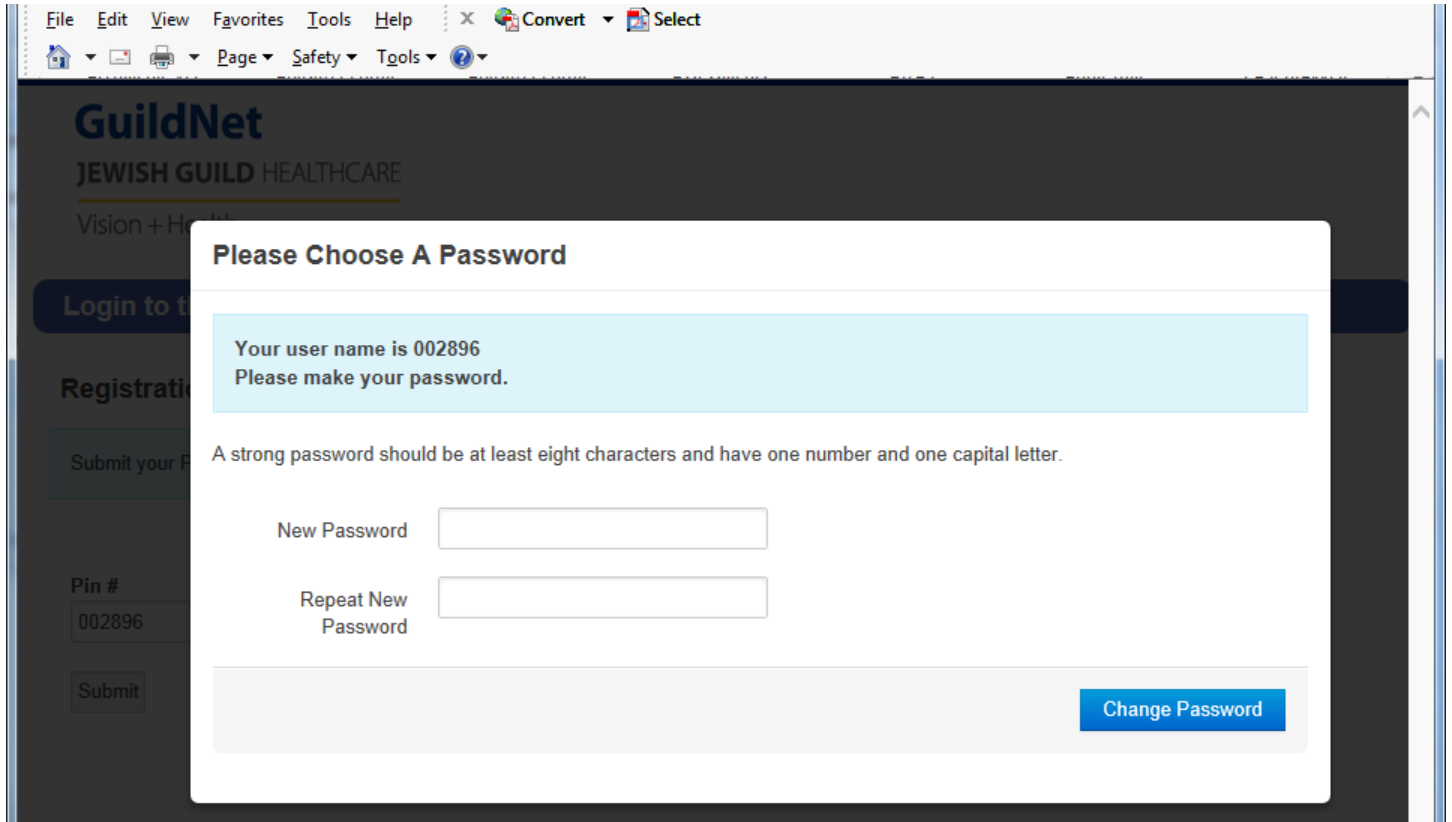
Submit

[Back To Log in](#)

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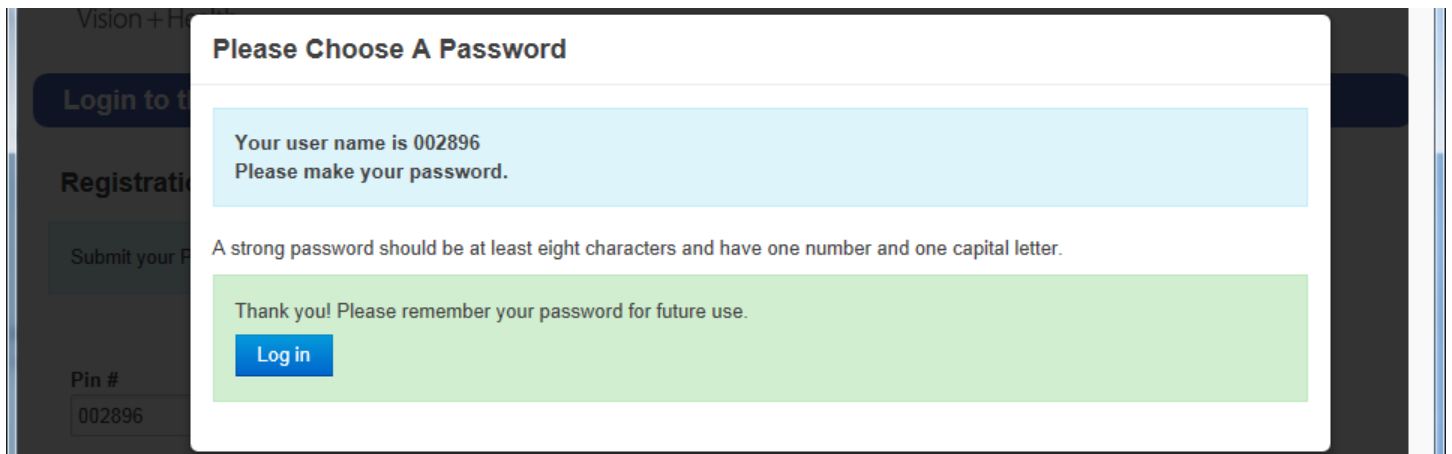
➤ Choose a password



The screenshot shows a web browser window displaying the GuildNet Provider Portal. A modal dialog box titled "Please Choose A Password" is centered on the screen. The dialog contains the following text and elements:

- Title:** Please Choose A Password
- Message:** Your user name is 002896. Please make your password.
- Requirement:** A strong password should be at least eight characters and have one number and one capital letter.
- Form:** Two input fields labeled "New Password" and "Repeat New Password".
- Button:** A blue button labeled "Change Password" located at the bottom right of the dialog.

➤ System will confirm that the password is accepted



The screenshot shows the same web browser window as the previous one, but the modal dialog box now displays a confirmation message. The dialog contains the following text and elements:

- Title:** Please Choose A Password
- Message:** Your user name is 002896. Please make your password.
- Requirement:** A strong password should be at least eight characters and have one number and one capital letter.
- Confirmation:** Thank you! Please remember your password for future use.
- Button:** A blue button labeled "Log in" located at the bottom left of the dialog.

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- Make your eligibility request

The screenshot shows a web browser window with the URL <https://portal.guildnetny.org/Home/Page/0>. The browser tabs include "Health Commerce Sy...", "Outlook (5) - judith_f...", "Citrix XenApp - Appli...", "Provider Portal", and "Lenovo ThinkPad Edg...". The browser menu is open, showing options like File, Edit, View, Favorites, Tools, Help, Convert, and Select.

The page header features the GuildNet logo and "JEWISH GUILD HEALTHCARE" with the tagline "Vision + Health". A user greeting reads "Hello JGB Health Facilities - Guild Home for the Aged Blind! [Log Out]" with a "Change text size" option set to "A A A". A prominent blue button labeled "Patient Eligibility" is visible. The date "Today's Date 01/23/2014" is displayed in the top right.

The main section is titled "Patient Eligibility Search" and contains a form with the following fields:

- First Name
- *Last Name
- *Date of Birth
- *Medicaid Number, OR
- *Medicare Number, OR
- *SSN

A "Search" button is located below the form fields. A red error message is displayed in a grey box: "Name and Date of Birth are required. Also, you must fill out Medicaid Number, Medicare Number or SSN."

At the bottom, contact information is provided: "Contact us at 212-769-7855 or gnprovrel@guildhealth.org". Below this is a small notice: "ABOUT SSL CERTIFICATES 5.4.1616.2894".