How to Apply for an NPI Number

https://nppes.cms.hhs.gov/#/

Before you can register with the NPPES to receive an NPI Number, you must first create a new account in the Identity & Access Management System.

Registered User Sign In
Log in to view/update your National Provider Identifier (NPI) record.

User ID
I&A User ID, used to access NPPES, EHR & PECOS
Password

SIGN IN
FORGOT USER ID OR PASSWORD?

*If your User ID is associated with a large number of providers, you could experience a small delay while the application retrieves all NPPES profile related information

Create a New Account
You need an Identity & Access Management System (I&A) User ID and Password to create and maintain NPIs.

Individual Providers, Organization Providers, Users working on behalf of a provider

If you don’t have an I&A account, need to update your existing I&A account, or don’t remember your User ID or Password, select the CREATE or MANAGE AN ACCOUNT button below to go to I&A.

Once you have successfully created your I&A account, your existing Type 1 NPI will be associated with your I&A account.

After successfully creating your I&A account, return to NPPES and use your I&A User ID and Password to log into NPPES where you can create and maintain the NPI data associated with your provider(s).

CREATE or MANAGE AN ACCOUNT

To learn more about Multi-Factor Authentication (MFA) click here

Before beginning the CMS I&A registration process, you will be required to “accept” various screens and complete the ensuing questions necessary to successfully complete your registration.

Following the 5 security question, the NPPES Application displays. The following pages will take you through the process.

If the NPPES dashboard changes, the information within these instructions will still provide the information necessary for the issuance of an NPI number.

IMPORTANT:

When a pharmacy needs to discuss a script you’ve written or one of your patients, they obtain your contact information using your NPI number. Please keep that in mind when providing phone contact.
NPI Application Form - Select Entity Type

Please select the radio button which most applies to you or your organization:

- **Type 1**: An individual who renders health care services. (Example: Dentist, Chiropractor, Pharmacist)
- **Type 2**: An organization that renders health care services. (Example: Hospital, Nursing Facility, Pharmacy)

**Note**: Please use the Next button to navigate to the next page in the application.
Basic Demographic information

Enter the required data
And click

Note: Please use the Next button to navigate to the next page in the application.
This is the first of two addresses you will be asked to provide.

1. Business Address
2. Practice Address

Use the same address for both requests.

Contact your Program Administrator for your Business/Practice Address & phone/fax numbers.

After entering your contact information...click

**NOTE: DO NOT PROVIDE ANY PHONE NUMBER YOU HAVE NOT BEEN GIVEN PERMISSION TO USE.**
In order to ensure the optimum performance of the National Provider System, we standardize all addresses; for example, we change "Avenue" to "Ave." This makes it easier to find your information again in the future and to ensure that we do not have duplicate entries where they should not occur.

Your standardized address is:

- **Address Line 1:** (Street Number and Name) 200 West Arbor
- **Address Line 2:** (e.g. Suite Number) MC 1234
- **City, State, Zip:** San Diego, CA - 92103 - 9000

Please do one of the following:

1. Accept the standardized address.
2. Reject the standardized address and keep your input as is. **Note:** Rejecting standardized address will delay enumeration.
3. Modify your input in the boxes below and submit for revalidation.

* Indicates Required Field

[Accept Standardized Address] [Use Input Address] [Revalidate Address]
You don’t need to enter any information ... just select
The choices are the same in this screen and the next.

In this screen: scroll (if necessary) & select.

If Licensed
Select #20 – Allopathic & Osteopathic Physicians

If Unlicensed
Select #39 – Student, Health Care

Make your selection and click

20 = Licensed Physicians
39 = Unlicensed; Student
The selection showing is for an UNLICENSED PHYSICIAN so all that needs to be done is select

LICENSED PHYSICIANS will enter Provider Type Code “20” & Licensing Information Then…
For both the Licensed and Unlicensed Physician, No entry needed... click
Enter Program Coordinator information in the required fields.

Per the NPI, you would be contacted in the event they needed to confirm/verify information provided within any of the previous pages.

You may change this and any other personal information simply by logging into your NPI profile.

Click to proceed.
Read and review the Statement,

✓ the box circled at the top of the page and

to complete the registration process

The next page will display your profile and your NPI number.