How to create a Utah ID for a new managed care plan employee

1) Use the URL - https://idhelp.utah.gov/
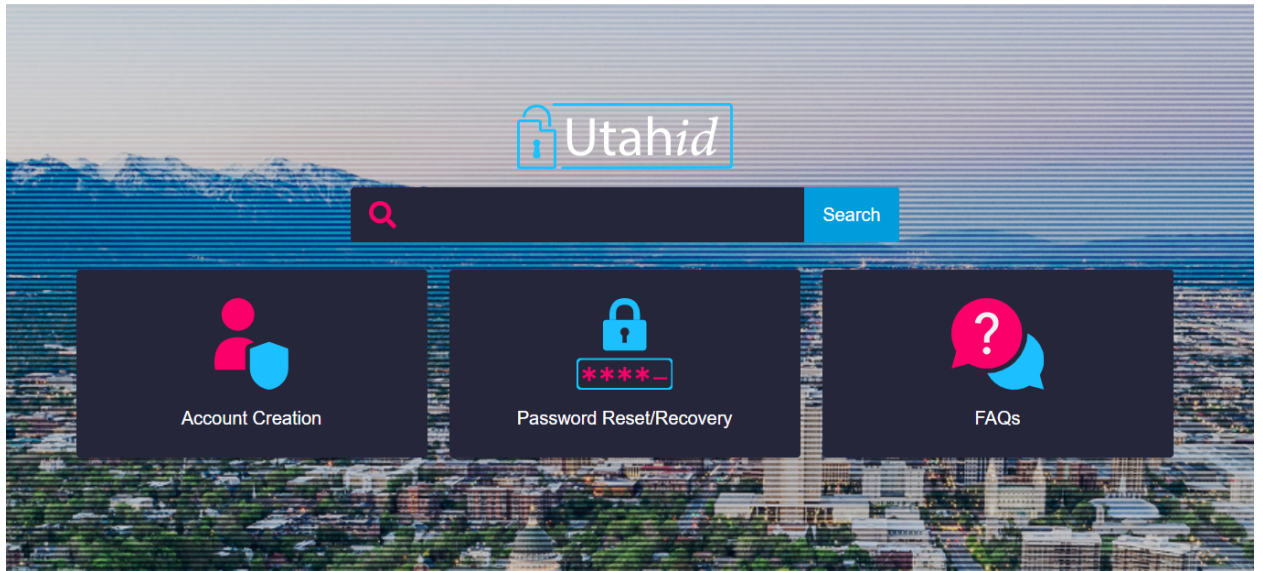
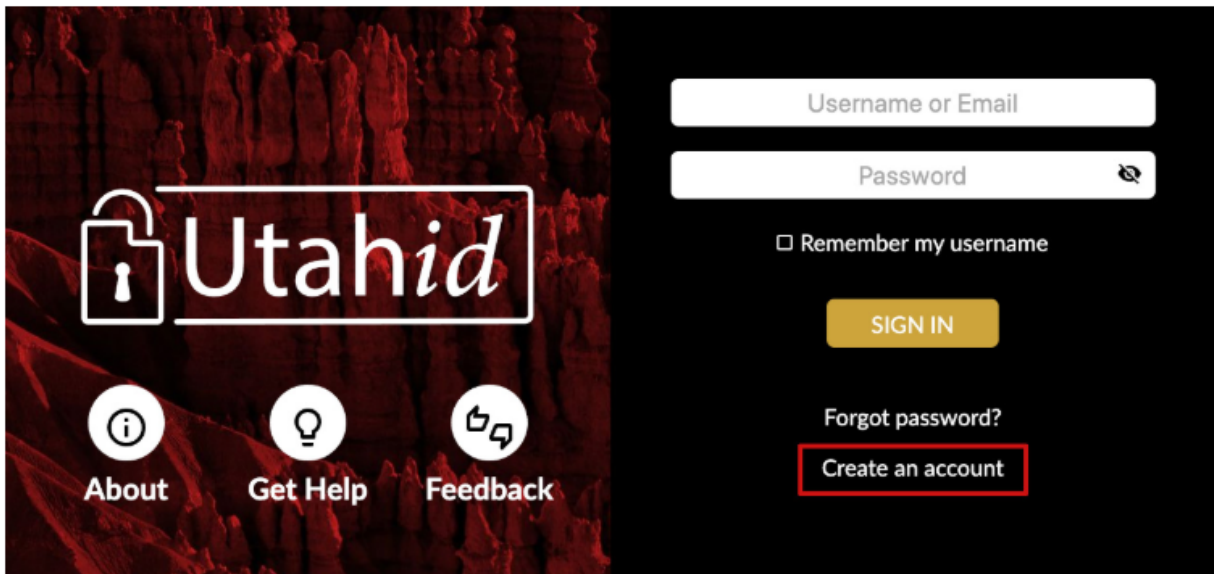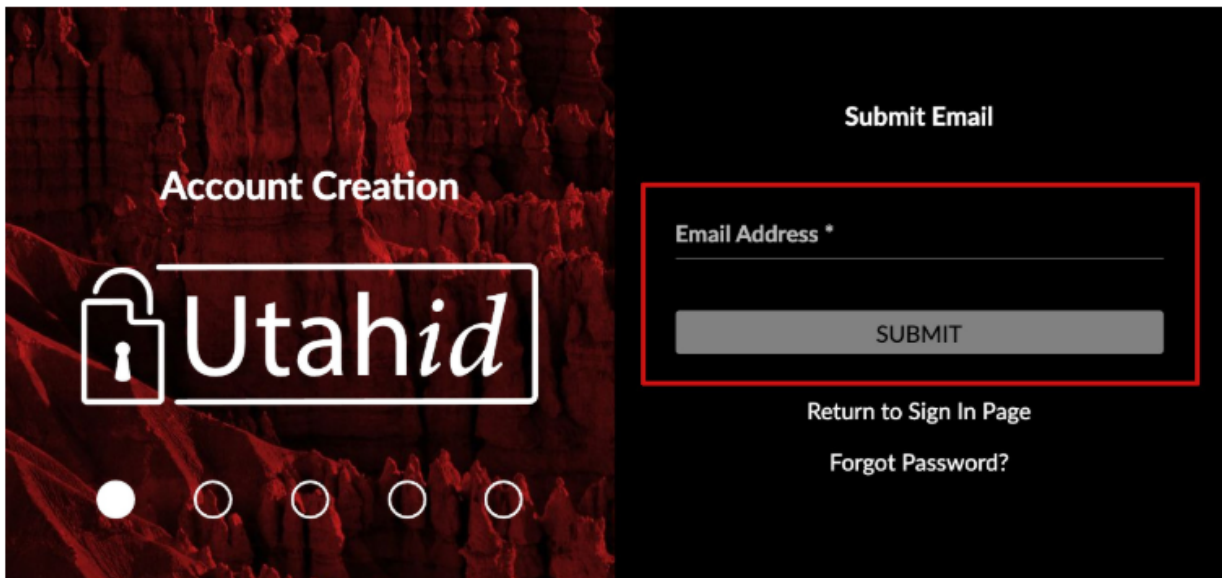2) Click on the Account Creation link.

UtahID
Account Creation

To create a UtahID account, take the following steps.

1. Go to the Utah ID homepage and click *Create an account*. This will take you to a new page where you can register for an account using your email address.
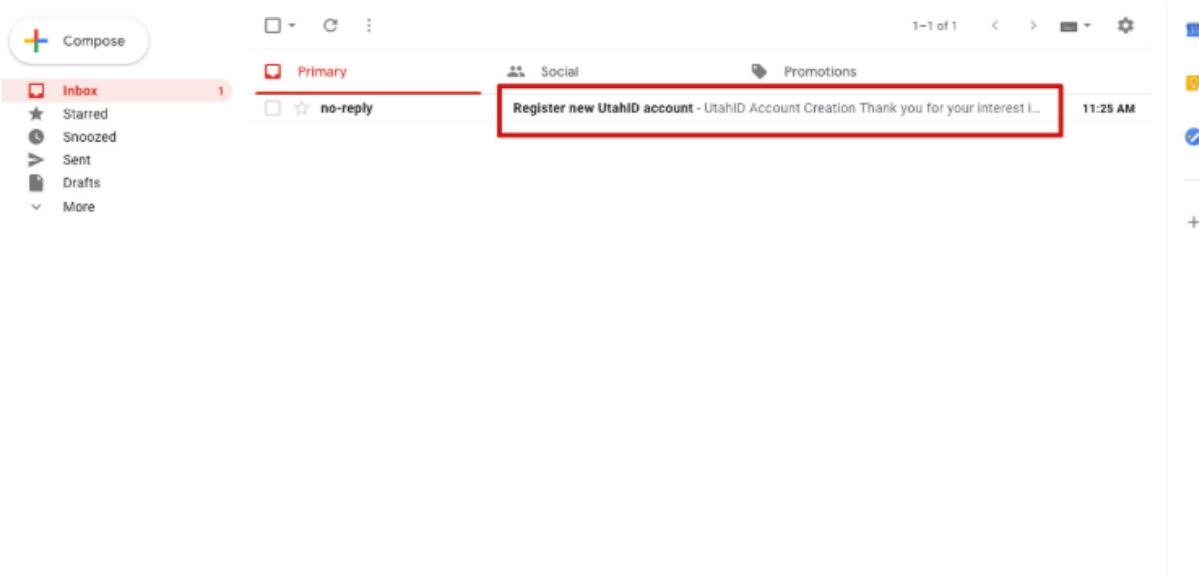

2. Type in your email address in the *Email Address* field and click *Submit*.
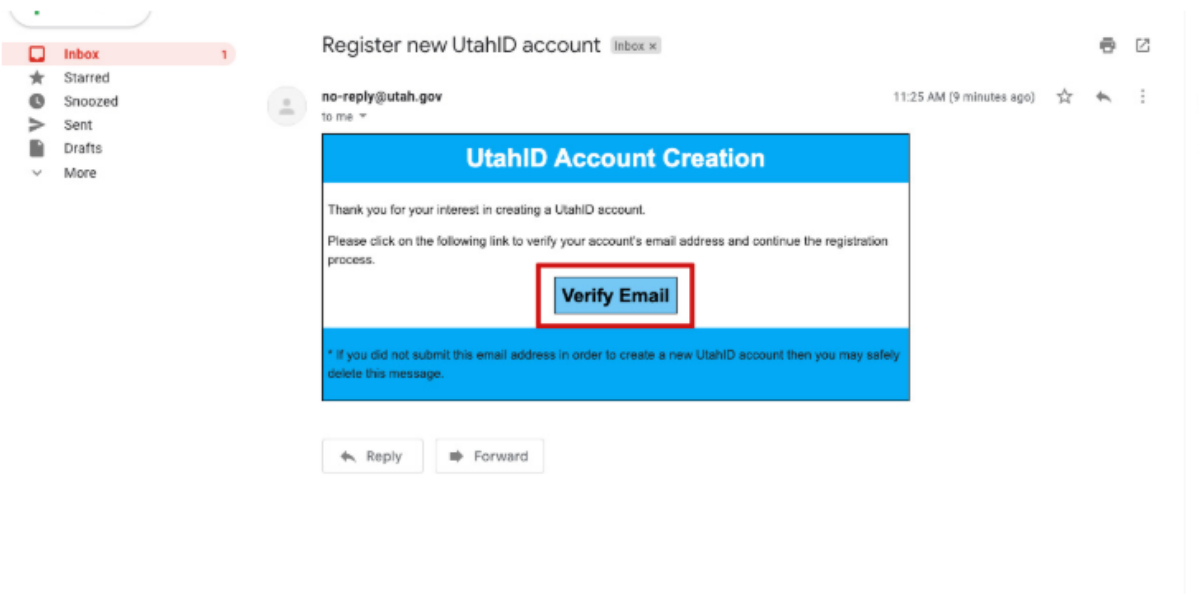

When you click *Submit*, you'll be directed to a *Validate Email* screen. This informs you that you've received an email at the email address you just listed.

3. Open up a new browser with your email provider. Go to your inbox and open the email labeled *Register new UtahID account*.
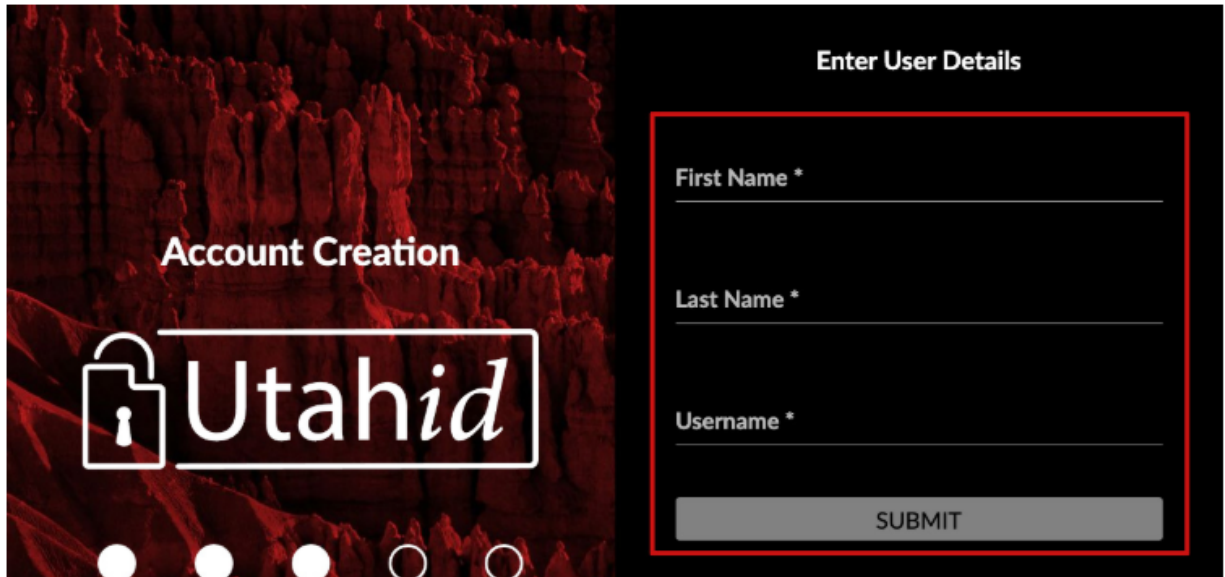

4. Once you've opened up the email, click on the *Verify Email* button.


5. This will verify your email address and take you to a new UtahID browser where you'll be asked to enter more information.

6. Type in your first name, last name, and a unique username of your choice in the corresponding fields, and then click *Submit*.

7. This will take you to a *Create Password* screen. Think of a strong password—a password with uppercase letters, lowercase letters, numbers, and symbols—and type it in twice, then click *Submit*.
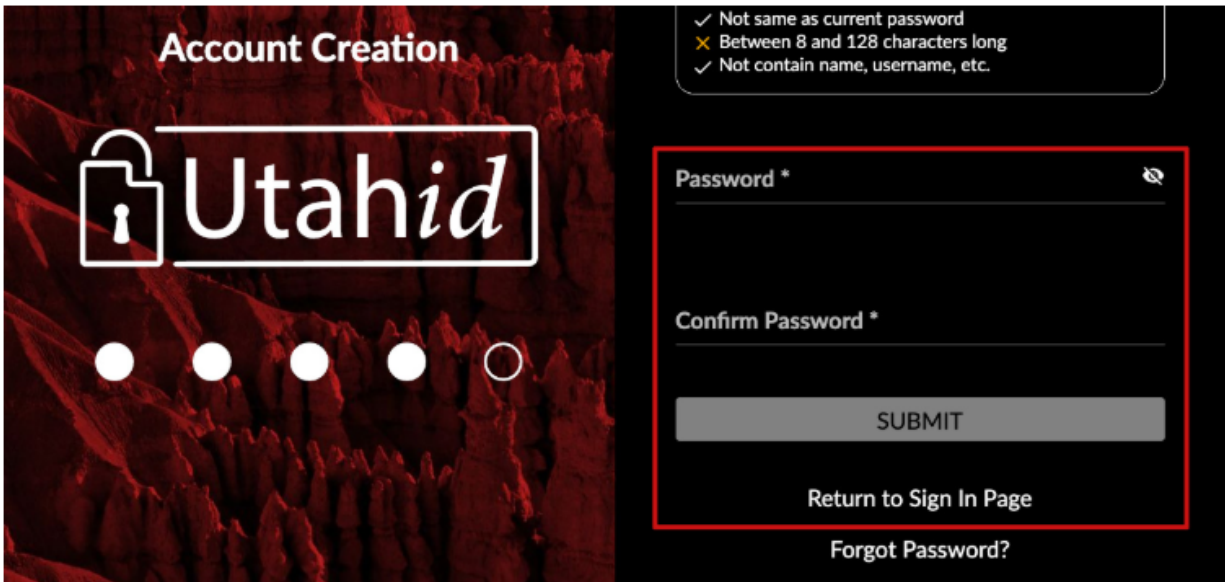
8. And with that, you've successfully created your UtahID account, and you'll be redirected to the main login screen so you can log in using your new username (or email) and password.

9. Type in your username (or email) and password in the appropriate fields. You can also select *Remember my username* if you'd like. Then click *Sign In*.

10. This will take you to the main UtahID Profile page. At this point you can take a new user tour by clicking *Continue*, or you can select *End Tour* and explore on your own.
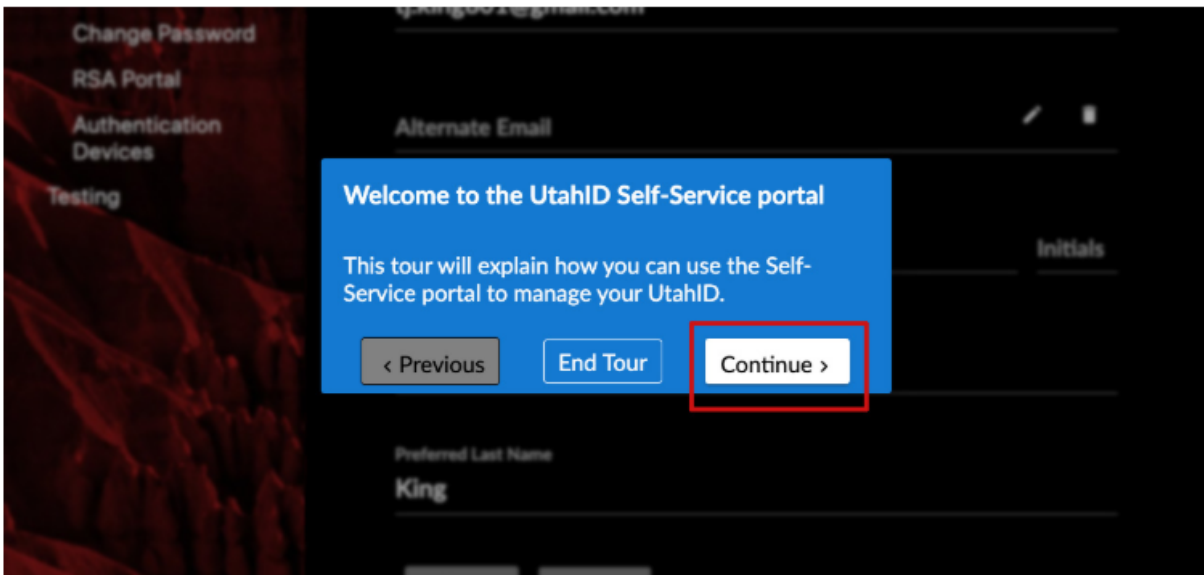
1) If you have any problems or just need to reset your password, review the FAQ's link found on URL - https://idhelp.utah.gov/

2) If you can't resolve the issues using the FAQ's, you can call the DOH helpdesk at 801-538-5779 and one of the IT representatives should be able to login to see your screens if needed to help you resolve your issue.