

# **Registration and Account Management User Guide**

**FOR THE MINNESOTA DEPARTMENT OF HEALTH, HEALTH  
ECONOMICS PROGRAM (HEP) DATA PORTAL**

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## **Registration and Account Management User Guide**

Minnesota Department of Health  
Health Economics Program  
St. Paul, MN 55134-0975  
612-201-4520  
[health.hep@state.mn.us](mailto:health.hep@state.mn.us)  
[www.health.state.mn.us/health/economics](http://www.health.state.mn.us/health/economics)

*To obtain this information in a different format, call: 612-201-4520.*

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## Purpose

The purpose of this document is to guide reporting entities on the process for registering and managing a reporting organization account on the Minnesota Department of Health (MDH) website for the Health Economics Program (HEP) Data Portal.

## Technical requirements

The [HEP Data Portal \(https://hepdataportalui.web.health.state.mn.us/signinregister\)](https://hepdataportalui.web.health.state.mn.us/signinregister) functions on the following browsers: Google Chrome, Microsoft Edge, and Mozilla Firefox.

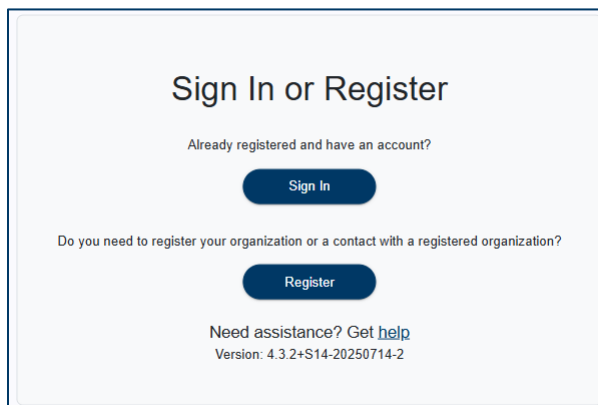
## Register

Prior to filing a data set, reporting entities must register a primary contact on the MDH website using the [HEP Data Portal \(https://hepdataportalui.web.health.state.mn.us/signinregister\)](https://hepdataportalui.web.health.state.mn.us/signinregister). Once a request to register has been submitted, MDH will review and approve requests. Approved registrants will receive an email through which they can activate their account and set their password. Successful activation of an account completes the registration process for a primary contact.

## Submit a registration request

By following the steps below, a reporting organization may register a primary contact.

1. Access the [HEP Data Portal \(https://hepdataportalui.web.health.state.mn.us/signinregister\)](https://hepdataportalui.web.health.state.mn.us/signinregister). Click the “Register” button.



Sign In or Register

Already registered and have an account?

Sign In

Do you need to register your organization or a contact with a registered organization?

Register

Need assistance? Get [help](#)

Version: 4.3.2+S14-20250714-2

2. Locate the appropriate reporting organization type and click on the associated registration button. Please note that Third Party Associates (TPAs) are registering to report on behalf of entities they represent. TPAs may include accounting firms, law firms, and government compliance organizations.

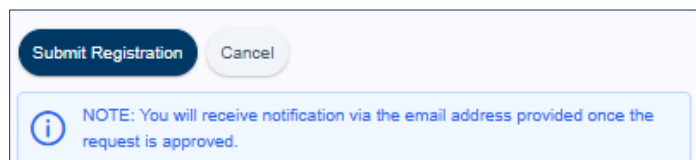
The screenshot displays a registration interface with a grid of reporting organization types. At the top, a blue banner contains an information icon and the text: "If you have already registered your organization and need to add additional affiliates or contacts, please [Sign In](#) and navigate to My Organizations." Below this, the interface is organized into several sections, each with a title, instructions, a search box, and a registration button.

- Health Plan Financial and Statistical Reporting:** Search for an existing organization and add a contact. If no organization is found, select **Register Health Plan** to register the organization and create the initial contact. The registration button is labeled "Register Health Plan".
- Freestanding Outpatient Surgical Center Reporting:** Search for an existing organization and add a contact. If no organization is found, select **Register Freestanding Outpatient Surgical Center** to register the organization and create the initial contact. The registration button is labeled "Register Freestanding Outpatient Surgical Center".
- Diagnostic Imaging Facility Utilization Reporting:** Search for an existing organization and add a contact. If no organization is found, select **Register Diagnostic Imaging Facility** to register the organization and create the initial contact. The registration button is labeled "Register Diagnostic Imaging Facility".
- Utilization Review Organization Reporting:** Search for an existing organization and add a contact. If no organization is found, select **Register Utilization Review Organization** to register the organization and create the initial contact. The registration button is labeled "Register Utilization Review Organization".
- Capital Expenditure Provider:** Search for an existing organization and add a contact. If no organization is found, select **Register Capital Expenditure Provider** to register the organization and create the initial contact. The registration button is labeled "Register Capital Expenditure Provider".
- Health Care Entity Transaction Reporting:** To register a health care entity and report a Health Care Entity transaction, select **Register Health Care Entity**. The registration button is labeled "Register Health Care Entity".
- Third Party Associates:** Third Party Associates that wish to provide annual report data or submit Health Care Entity Transaction information must register by clicking **Register Third Party Associate**. Once registered, TPAs will have access to provide information for the entities they represent. The registration button is labeled "Register Third Party Associate".

3. Enter all required information. Registration information will vary based on the reporting organization type.

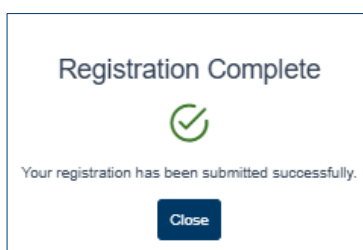
**Note:** MDH reviews the registration requests to, among other things, verify that a request to establish an organization account is being requested by an individual with an email associated with that organization. Personal emails and emails from Third Party Associates may not be used to register reporting organization accounts. TPAs may register as Third-Party Associates which enables reporting organizations to select the TPA as an affiliate for access to reporting organization reports.

- Once all required information is entered, click the “Submit Registration” button to submit the registration request.



**Note:** Only one organization account may be registered per unique email address. Organizations with several affiliates have two options for how to add multiple organizations to the online reporting system. One is to register a primary organization account and later add each organization as an “affiliate” within the system. The other option is to register each organization independently with distinct email addresses for each.

- A confirmation screen will appear after registration has been submitted. Click the “Close” button.



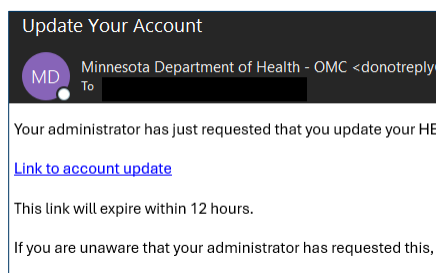
## Activate account

Reporting entities will need to activate their account by following the steps below.

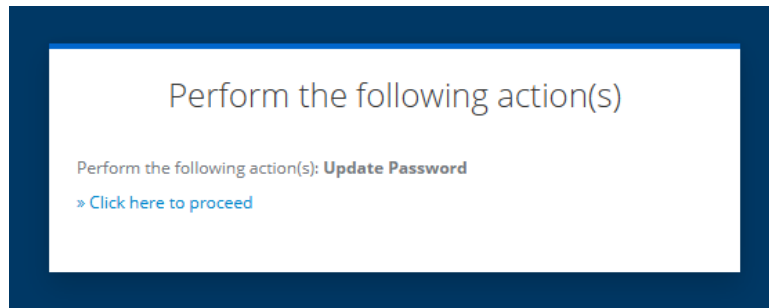
- After MDH approval, the primary contact will receive an email for account activation at the email address provided. Health Care Entities do not require registration review but are automatically approved and will immediately receive an activation email.

**Note:** If an activation email does not arrive to your inbox, please check your junk folder and/or confirm with your company’s security department that emails from [donotreply\\_prod@state.mn.gov](mailto:donotreply_prod@state.mn.gov) are not being blocked. If you continue to experience barriers to logging in, please email a brief description of your issue and the troubleshooting efforts you have already employed to: [IAMSupport.MNIT@state.mn.us](mailto:IAMSupport.MNIT@state.mn.us).

- Open the email and click “Link to account update.” The link contained in the email will expire within 12 hours of receipt.



3. Clicking the link will open a browser window that prompts users to update their password. Click “Click here to proceed.”



4. After entering and confirming the new password, click the “Submit” button.

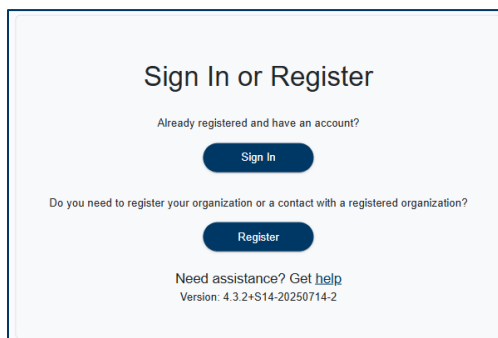
A screenshot of a web form titled "Update password" in a grey font. Below the title is an orange warning banner with a triangle icon and the text "You need to change your password." Below the banner are two input fields: "New Password" and "Confirm password". Each field has a small eye icon to its right. Below the input fields is a checkbox labeled "Sign out from other devices" which is checked. At the bottom of the form is a blue button with the text "Submit" in white.

**Note:** The username (or user login) is the email address that was used for registration. If you are unable to log in after setting or resetting your password, please close your browser and open a new browser window to reattempt logging in. If you continue to experience barriers to logging in, please email a brief description of your issue and the troubleshooting efforts you have already employed to: [IAMSupport.MNIT@state.mn.us](mailto:IAMSupport.MNIT@state.mn.us).

## Log in and password recovery

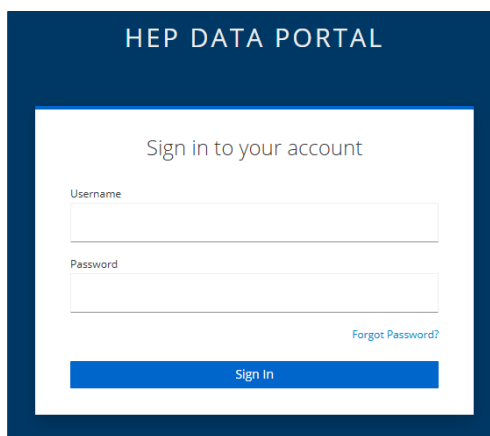
By following the steps below, a reporting organization may log in:

1. Access the [HEP Data Portal](https://hepdataportalui.web.health.state.mn.us/signinregister) (<https://hepdataportalui.web.health.state.mn.us/signinregister>).
2. Click the “Sign In” button.



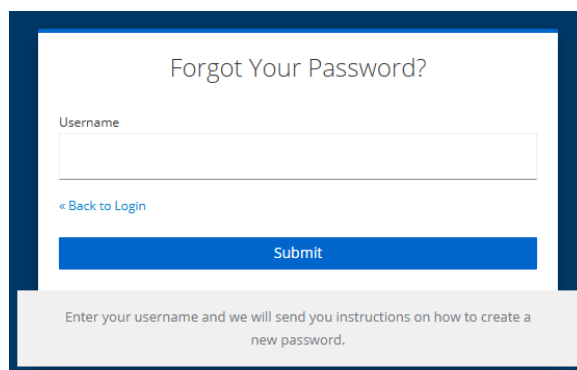
The screenshot shows a light gray rectangular box with a dark blue border. At the top, the text "Sign In or Register" is centered. Below it, the text "Already registered and have an account?" is centered, followed by a dark blue button with the text "Sign In" in white. Below that, the text "Do you need to register your organization or a contact with a registered organization?" is centered, followed by a dark blue button with the text "Register" in white. At the bottom, the text "Need assistance? Get [help](#)" is centered, with "help" as a blue link. Below that, the text "Version: 4.3.2+S14-20250714-2" is centered.

3. Type in your username (email used to register the account) and password, and then click the “Sign In” button.



The screenshot shows a dark blue rectangular box with a white border. At the top, the text "HEP DATA PORTAL" is centered in white. Below it, the text "Sign in to your account" is centered. Below that, there are two input fields: "Username" and "Password". Below the "Password" field, there is a blue link "Forgot Password?". At the bottom, there is a blue button with the text "Sign In" in white.

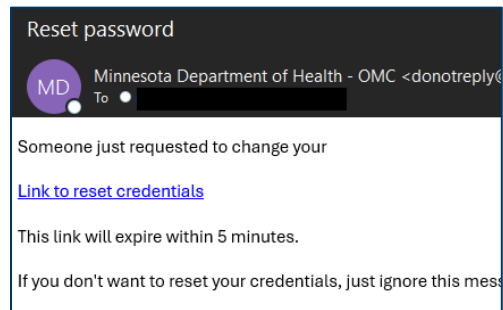
4. If you have registered and have trouble signing in, click the “Forgot Password?” link.
5. Enter your email and click the “Submit” button.



The screenshot shows a dark blue rectangular box with a white border. At the top, the text "Forgot Your Password?" is centered. Below it, there is an input field labeled "Username". Below the input field, there is a blue link "« Back to Login". At the bottom, there is a blue button with the text "Submit" in white. Below the button, there is a gray box with the text "Enter your username and we will send you instructions on how to create a new password."



6. Open the password reset email and click “Link to reset credentials.” The link will expire within 5 minutes of receipt.



7. In the window that opens, enter and confirm the new password and click the “Submit” button. You will be directed to the HEP Data Portal Homepage.

A screenshot of a web form titled "Update password". At the top, there is an orange warning banner with a triangle icon and the text "You need to change your password." Below this, there are two input fields: "New Password" and "Confirm password", each with a toggle icon (an eye) to the right. Below the input fields, there is a checkbox labeled "Sign out from other devices" which is checked. At the bottom of the form is a blue "Submit" button.

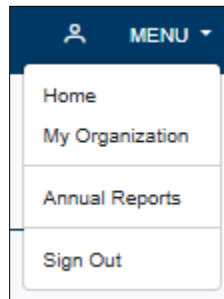
## Add and manage affiliates (optional)

Once registered, an organization has the option to add affiliated organizations directly and may establish an affiliation with registered Third Party Associates using a lookup feature, as desired.

### Add affiliates

By following the steps below, an organization may add an affiliated organization:

1. From the home page dashboard, click on the drop-down “Menu” located in the upper-right of the window and click “My Organization.”



2. From the “Affiliates” tab click on the “Add Affiliate” button to manually add an affiliate or the “Add TPA” button to establish an affiliation with a registered Third Party Associate.

A screenshot of the "My Organization" form. The title "My Organization" is at the top in a light blue header. Below the title, the form contains the following fields: "Organization Name (ID)" with the value "FOSC Test Entity (455)", "Physical Address" with the value "2014 Capitol Ave. Suite 203 test SACRAMENTO, CA 95811 TESTING", "Organization Type" with the value "Freestanding Outpatient Surgical Center", and "Web" with the value "www.ten2eleven.com". At the bottom of the form, there are two tabs: "Affiliates" (which is selected and underlined) and "Contacts". Below the "Affiliates" tab, there are two buttons: "Add Affiliate" and "Add TPA".

3. If adding an affiliate, enter the business information for the affiliate organization and click the “Save Affiliate” button.

4. If adding a registered Third Party Associate, use the drop-down menu to review the list of registered Third Party Associates, make your selection, and click the “Add TPA” button in the window that appears.

5. The newly added affiliate will appear in the “Affiliates” tab.

**Note:** The “Parent Organization” field allows users to define the level of access an affiliate and its associated contacts have to data and communications within the system. Parent organizations will have access to information submitted by related affiliates; however, affiliate organizations will not be able to access information submitted by parent organizations.

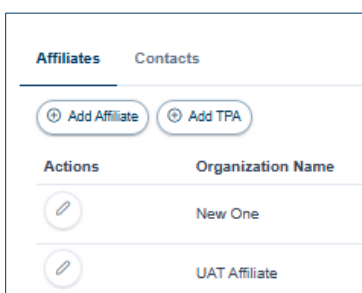
## Manage affiliates

Once affiliates have been established, an organization (company) may edit affiliate information, inactivate affiliates, and reactivate inactive affiliates. An organization may remove an affiliation with a Third Party Associate but cannot update information related to the Third Party Associate.

### Edit, inactivate, or activate an affiliate

By following the steps below, an organization may edit, activate, or inactivate an affiliate they added manually.

1. On the “My Organization” page, click the “Affiliates” tab, identify the affiliate to modify, and click on the pencil-shaped edit icon to the left of the affiliate’s name.



2. In the window that appears, a user may edit the organization information of the affiliate, as well as activate or inactivate the affiliate by clicking the “Active” button at the bottom of the window.

**Edit Affiliate**

Organization Name (required)  
New One

Tax ID

Physical Address Ⓜ Use Parent Organization Address  
 Address (required)  
555 North Street  
 Address 2  
 City (required) State (required) Postal Code (required)  
 SACRAMENTO CALIFORNIA 95555

Mailing Address  
 Address (required)  
555 north  
 Address 2  
 City (required) State (required) Postal Code (required)  
 SACRAMENTO VIRGINIA 95554

Phone (required) Fax  
 (555) 555-5555

Website  
 Status  
 Ⓜ Active

- Click the “Save Affiliate” button and the affiliate’s organization information will be saved.

## Remove a TPA affiliate

By following the steps below, an organization may remove an affiliation with a Third Party Associate.

- On the “My Organization” page, click the “Affiliates” tab, identify the Third Party Associate to remove, and click on the garbage-can-shaped delete icon to the left of the affiliate’s name.

- In the window that appears, confirm the affiliate’s removal by clicking the “Remove” button.

- The Third Party Associate will no longer appear in the list of affiliated organizations on the “Affiliates” tab of the “My Organization” page and will no longer be able to access records related to the organization.

## Add and manage contacts (optional)

Once registered, a reporting organization has the option to add additional contacts.

**Note:** The contact information associated with the organization account will be MDH’s primary means of contacting reporting entities. Reporting entities should consider adding additional contacts to their account to ensure continuity of communication with MDH.

### Add contacts

By following the steps below, a reporting organization may add a contact:

1. On the “My Organization” page, click the “Contacts” tab and click the “Add Contact” button.

**My Organization**

Organization Name (ID)  
URO

Physical Address  
555 North Street  
SAC, CA 55555

Organization Type  
Utilization Review Organization

**Affiliates    Contacts**

**Add Contact**

2. In the window that appears, enter the contact information, and click the “Save Contact” button. If the new contact should have access to the portal, click on the “No Access / Has Access” toggle button so that the toggle displays “Has Access.”

**Add Contact**

Primary Organization (required)  
NM URO

First Name (required)      Last Name (required)

Address (required)

Address 2

City (required)      State (required)      Postal Code (required)

County

Phone (required)      Ext      Fax

Email (required)

Title (required)

Contact Status      Portal Access

☒ Active      ☒ No Access

**Cancel    Save Contact**

**Note:** The “Primary Organization” field allows users to define the level of access a contact has to data and communications within the system based on the affiliate to which they are primarily assigned. Contacts will have access to submit and review information for the primary organization that is selected and any affiliates (children) of the primary organization; however, contacts will not be able to access information submitted for higher level (parent) organizations of the primary organization that is selected.

3. The newly added contact will appear in the “Contacts” tab. An activation email will be sent to the new contact, and no additional approval will be required by MDH. Refer to “Activate Account” instructions.

## Manage contacts

By following the steps below, a reporting organization may edit the information of, activate, or inactivate contacts.

1. On the “My Organization” page, click the “Contacts” tab, identify the contact to modify, and click on the pencil-shaped icon to the left of the contact’s name.
2. In the window that appears, a user may edit the contact information of the contact. Additionally, a user can be activated or inactivated or have portal access or no access by clicking on the status buttons at the bottom of the window.

The screenshot shows the 'Edit Contact' form with the following fields and values:

- Primary Organization (required): MDH URG
- First Name (required): John
- Last Name (required): Smith
- Address (required): 555 north street
- Address 2:
- City (required): SACRAMENTO
- State (required): CALIFORNIA
- Postal Code (required): 95855
- Country: MINNESOTA
- Country Name: MINNESOTA COUNTY
- Phone (required): (555) 555-5555
- Ext:
- Fax:
- Email (required): john@mdh.gov
- Title (required): manager
- Contact Status: Active (selected), No Access
- Portal Access: No Access
- Buttons: Cancel, Save Contact

3. Click the “Save Contact” button and any modifications to the contact’s information or statuses will be saved.