



Instructions for creating a password for the new online referral system

1. Go to www.dchpkids.com. From the home page, click on **Providers: Click here to log in** at the bottom of the page. On the next page, click on the red “button” labeled **Online Referrals**.
2. If you receive a page informing you that there is a problem with the security certificate, just click on **Continue to this website**. The next page you see will be the login screen
3. From the login page, enter your user ID (Tax ID number) and click “Login”

4. Enter your NPI, TIN, and external provider ID (we will provide this), as well as your desired password (in accordance with system password rules). You may also want to enter a password hint. When all fields are completed, click on “Request Account”

5. Once you have logged in, should you decide to change your password, simply click on the “key” button in the upper left-hand corner.

6. That’s all there is to it! Keep in mind that for now, we are limiting access to one login per group. As the administrator for this online referral system, we ask that you provide the user ID and password to those that will need it.